

Chapter 1

The New Hire Process

Learning Objectives

- ⇒ Define terms, concepts, and procedures related to new hire process.
- ⇒ Explain the purpose of infotypes and how to use them.
- ⇒ Demonstrate how to use **Personnel Actions (PA40)**.
- ⇒ Demonstrate how use **Fast Entry Transaction (PA42)**
- ⇒ Re-execute an action.
- ⇒ Correct a hire date.

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Chapter Overview

As employees are hired, their relevant information is entered into AASIS in order to support personnel administration, time-recording, payroll, and benefits. The employee master data records are the most critical element in the PA component.


AASIS stores all data in infotype records; therefore, employee data must be kept current and correct. For example: *Addresses* (IT0006) contains data which reflects where the employee works and lives: house number, street name, city, state, zip code. Each infotype has a name and a four digit numeric code.

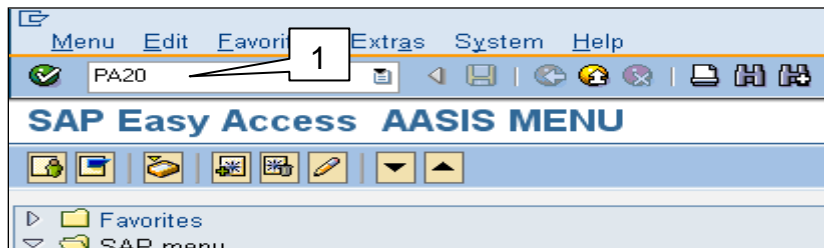
This chapter contains information pertaining to the hiring process of new state employees. It provides step-by-step instructions for the usage of transactions *PA40* and *PA42* for entering new employees. Note: for information on hiring board or commission members, refer to chapter 6.


Verification of Previous Employment

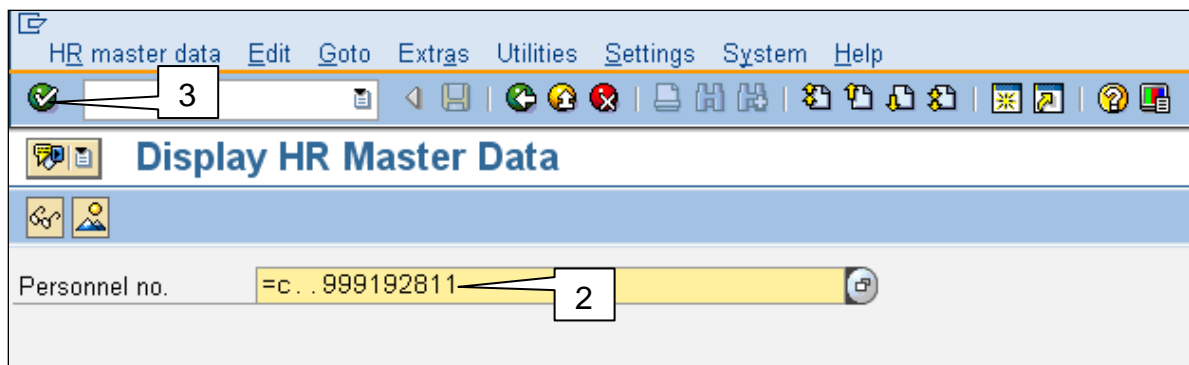
Prior to entering new hire information, the hiring agency must verify previous employment by using transaction *PA20* and searching by social security number.

Action Steps:

1. Enter *PA20*. <Enter> .

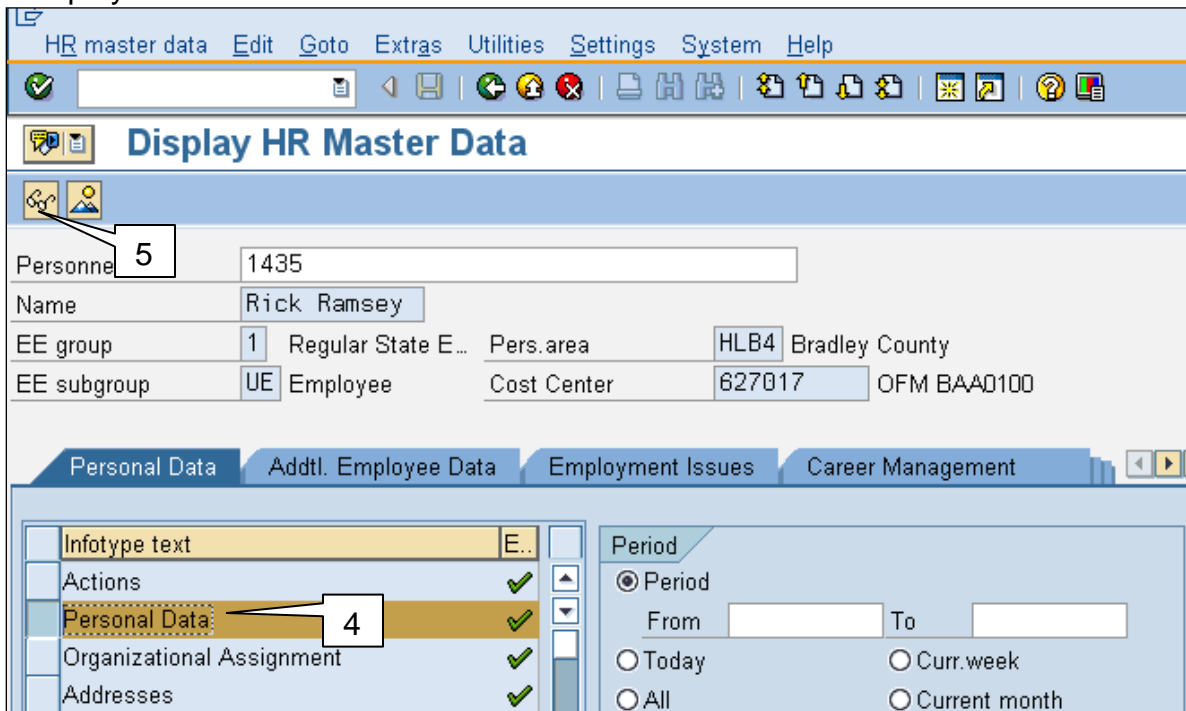


2. In the Personnel no. field, enter **=c..#####** (where ### represents the Social Security number.)
3. <Enter> .

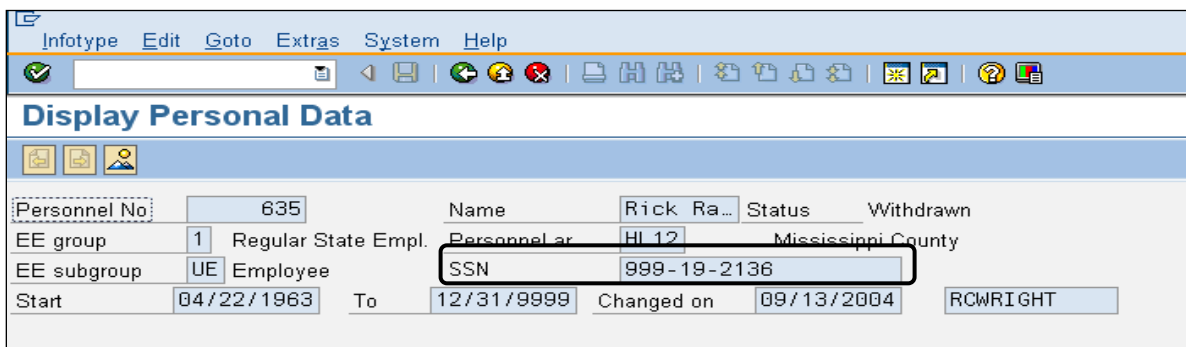


4. Select *Personal Data* (IT0002).

5. <Display> .



Compare the social security numbers (SSN) to verify there is a match.



This is a former employee with an established personnel number.

If the person has not previously been an employee with the state, continue with the new hire process. If the person is a former state employee, the individual is considered a rehire instead of a new hire. (Please refer to Chapter 2 about the Rehire Process.)



All employees terminated prior to June 24, 2001, and rehired after June 24, 2001, must be processed as a new hire because their previous record will not be in AASIS.

Extra-Help Positions

All extra-help positions must be cross-graded to a non-extra help class code before initiating the hire action. OPM must process the Cross-grade/Downgrade transaction before the *Hire* action is processed. When a position has been properly cross-graded, the updated job and job key will be displayed, as well as the authorized job.

Organizational plan	
Percentage	100.00
Position	22097460 L087C RESIDENTIAL CARE A...
Job key	22114289 M083C RESIDENTIAL CARE T...
Exempt	N
Org. Unit	21703816 SLT Conway HDC

The New Hire Process

Personnel Actions is used to maintain master data records over the course of the employee's career with the state. Through data entry processes on the required infotype screens, employee personnel records are created and updated. New personnel actions are processed as required by using transaction code: *PA40 – Personnel Actions*.



Menu path for PA40:

Human Resources>Personnel Management > Administration>HR Master Data>PA40-Personnel Actions

Personnel Actions

PA40 is the starting point for *Personnel Actions*. Do not enter a number in the *Personnel no.* field. This number is automatically system generated. Verify the date of hire is correct before you save each screen.

Since **June 24, 2001**, all new hires and existing employees have been issued a unique system-generated personnel number that remains with each employee. It is required in accessing employee data. An unknown employee number is obtainable through a search by employee name, social security number, or position.

Employee actions are stored in infotypes. In order for the system to save entries, you must click <Enter>  and <Save>  on the screen! The system will not retain entries that are not saved.

Actions (Infotype 0000)




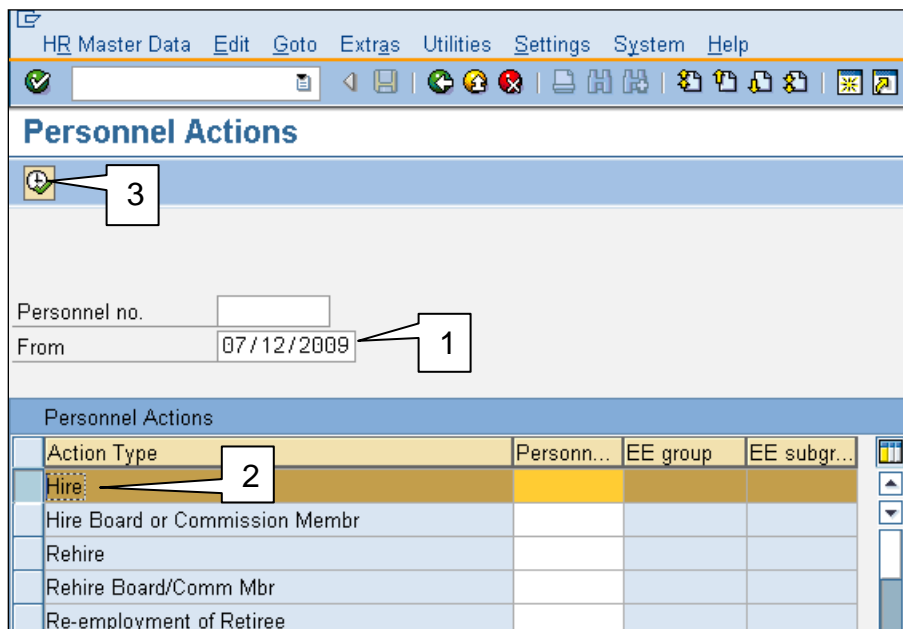
Do not automatically enter *New Hire* as the reason for action. Verify previous employment to determine if the person has been employed by a non-participating agency. If so, you must use one of the Non-Participating Agency reason codes.

The Non-Participating Agency codes are:

- 03 Non-Participating Agency (Act) means this individual is moving from a position where the previous agency is not in the AASIS system.
- 04 Non-Participating Agency (Ter.) means an inactive employee worked for a non-participating AASIS agency and is now entering into a position with a participating AASIS agency.
- 05 Non-Participating Agency (Ret) means a retired employee from a non-participating AASIS agency and is now entering into a position with a participating AASIS agency.

Action Steps:

1. Enter the start date in the *From* field. Verify the date of hire is correct before saving the screen!
2. Select an action: *Hire*.
3. <Execute>  to advance to the next screen.




HR Master Data Edit Goto Extras Utilities Settings System Help

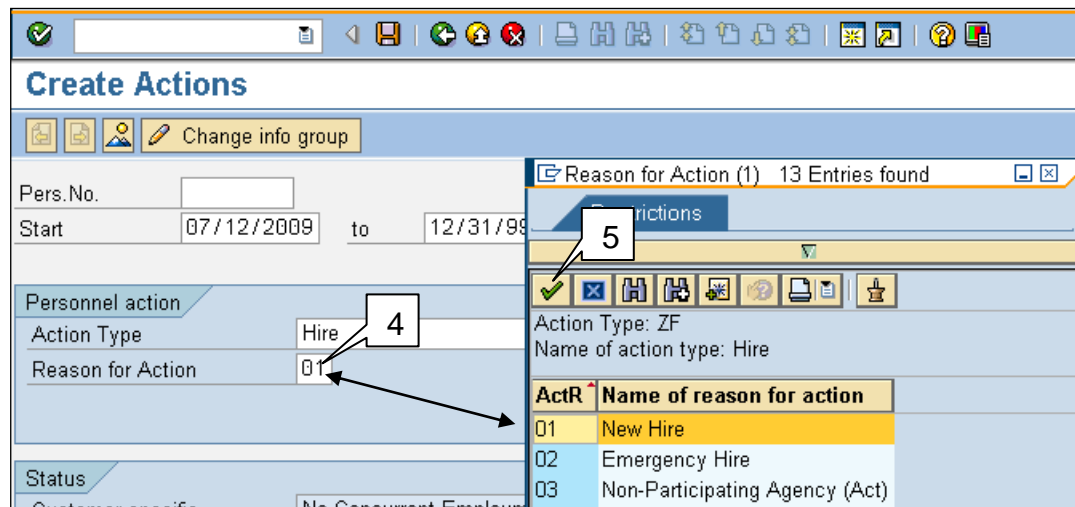
Personnel Actions

Personnel no.

From 07/12/2009

Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			

4. Select a reason code, i.e. 01 New Hire.
5. <Copy> .



Create Actions



Pers. No.

Start 07/12/2009 to 12/31/99



Personnel action	Action Type	Reason for Action	Status
Hire	Hire	01	

Reason for Action (1) 13 Entries found

ActR	Name of reason for action
01	New Hire
02	Emergency Hire
03	Non-Participating Agency (Act)

6. Enter *Position* number.
7. <Enter> . The system will default data in *Personnel area*, *Employee group*, and *Employee subgroup*. The following message box displays. <Green Check Mark>  to continue.



8. <Enter>  to validate the information
9. <Save>  to save the information.

Create Actions

Change info group

Pers. No. 2674

Start 07/12/2009 to 12/31/9999

Personnel action

Action Type Hire

Reason for Action 01 New Hire

Status

Customer-specific No Concurrent Employment

Employment Active

Special payment Standard wage type

Organizational assignment

Position 22092213 TRAVEL CONSULTANT

Personnel area PT20 Harrison Tourist Info. Center

Employee group 1 Regular State Empl.

Employee subgroup UE Employee

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action





If you exit the action before completing the *Actions* (IT0000), you must start the *Hire* action again. If you have completed at least the Action infotype of the *Hire* action before accidentally exiting PA40 *Hire* action, you must re-execute the action. (We will discuss this topic later in the chapter.)

Personal Data (Infotype 0002)

This infotype stores the employee's personal information. Be sure to identify the personnel number and write it down.

Action Steps:

1. Enter the *Last Name* and *First name* of the employee. When entering the name, it should be capitalized. For example: TONYA SMITH.
2. Enter the SSN (social security number) -- without hyphens: 123456789
3. Enter *Date of Birth*, select *Gender* (which defaults to female), and *Marital Status*.
4. <Enter>  to validate the information
5. <Save>  to save the information.

The screenshot shows the SAP 'Create Personal Data' form. The form is titled 'Create Personal Data' and has a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The form is divided into several sections:

- Personnel Data:** Includes fields for 'Personnel No' (2674), 'Status' (Active), 'Start' (07/12/2009), and 'To' (12/31/9999).
- Name:** Includes fields for 'Title', 'Last name' (Jacobsen), 'First name' (Janice), 'Middle name', 'Designation', 'Suffix', 'Name', 'Name Format', 'Birth name', 'Second name', 'Initials', and 'Nickname'. Callout 1 points to the 'Title' field.
- HR data:** Includes fields for 'SSN' (999518564), 'Date of Birth' (07/04/1980), 'Language' (English), 'Nationality', and 'Marital Status' (Single). Callout 2 points to the 'SSN' field, and callout 3 points to the 'Date of Birth' field.
- Gender:** Includes radio buttons for 'Female' (selected) and 'Male'.

Callout 4 points to the 'Enter' button (checkmark icon) and callout 5 points to the 'Save' button (save icon).

Organizational Assignment (Infotype 0001)

Personnel area, payroll area, cost center, subarea, and business area are populated according to the position number. Therefore, it is critical the correct position number is entered on the *Actions* (IT0001) screen.

Enterprise Structure section

Enterprise structure					
CoCode	ARK	State of Arkansas	Leg.person		
Pers.area	PT20	Harrison Tourist Info. Center	Subarea	OAL1	OT,Std,ASHB
Cost Ctr	443657	MIS Equip Trfs 986	Bus. Area	0900	DEPT OF PARKS AND TO...

Personnel area is a four-digit alphanumeric code which the first two digits represent the agency and the next two digits represent the location. The *Personnel subarea* is a four digit alphanumeric code that indicates type of leave and timekeeping rules required for a designated position.

If the *Personnel subarea* begins with an “O,” the position is non-exempt and time must be entered into the system. “OAL1” means the employee is eligible for overtime, has a standard work week, may bank up to 240 hours and accrues annual, sick, holiday, and birthday leave. If the *Personnel subarea* begins with an “N,” the position is exempt and only leave time must be entered into the system. “NEL1” means the employee is not eligible for overtime but accrues annual, sick, holiday, and birthday leave.

The *Cost Center* defines the funding source from which the employee is paid. This information must be verified with your agency’s Finance Department. To request changes to a *Cost Center*, contact your agency’s staff with the role of Agency Org. and Comp. Specialist.

Personnel Structure section

Personnel structure			
EE group	1	Regular State Empl.	Payr.area 11 Arkansas Bi-Weekly
EE subgroup	UE	Employee	Contract 1000 Hours/Year

The *Employee group* is a one-digit numeric code that identifies employee type. For example: “1” identifies regular state employee. “7” identifies extra help, etc. The *Employee subgroup* which defaults according to position is a two-digit alpha code that further identifies the type of employee. For example: “UE” identifies a regular salaried employee not belonging to any other Employee subgroup while “UC” is a uniform commissioned employee. The *Payroll area* (*payr. area*) defaults to “11” for bi-weekly pay. The *work contract* field drives benefits. **REMEMBER:** this field may trigger an automatic enrollment in a retirement plan. Carefully select a work contract option from the drop-down list.

Work Contract Field Options

The Contract field can be changed on Organizational Assignment (IT0001) and is used to determine into which program grouping to place an employee for benefit eligibility. APERS (Arkansas Public Employees Retirement System) retirement eligibility requirements specify that an employee must be hired with the intent of working at least 80 hours per month for 90 consecutive days.

Code	Code Text	Description
01	0-19 Hours	0 to 19 hours per week – extra help and seasonal employees who work less than 20 hours a week. These employees do not qualify for retirement, health, or life benefits.
04	1000 Hours/Year	1,000 hours per year - full time and temporary employees who are eligible for retirement, health, and life benefits.
03	80+HR/MO, 3MO	80 hours or more per month for 3 months – extra help and seasonal employees who work at least 80 hours per month for 3 months or more. These employees are eligible for retirement benefits.
02	<80+HR/MO, 3MO	Less than 80 hours per month for 3 months – extra help/seasonal employees who will work less than 20 hours per week. These employees will not qualify for retirement, health, or life benefits.
08	DROP 1000 YR	1,000 hours per year – full time employee enrolled in the Deferred Retirement Option Plan that works 1,000 hours or more a year. This employee is eligible for enrollment in health and life plans.
07	DROP <20 WK	Less than 20 hours per week – employee enrolled in the Deferred Retirement Option Plan that works less than 20 hours a week. This employee is not eligible for retirement, health, or life benefits.
06	RehirRet 1000YR	1,000 hours per year – full time rehired retiree who retired in the same retirement plan of the hiring agency that works 1,000 hours or more a year. This employee is eligible for enrollment in health and life plans but will not qualify for retirement benefits.
05	RehirRet <20 WK	Less than 20 hours per week – rehired retiree who retired in the same retirement plan of the hiring agency and works less than 20 hours per week. This employee is not eligible for retirement, health, or life benefits.
10	TRS Rehired Ret	This employee is a teacher retirement system (TRS) rehired retiree. Note: If AASIS users from any agency other than the designated TRS agencies choose this option, they are unable to enroll employees in any benefit plan under HRBEN0001. These users receive the message, “The selected offer contains no plans.”
09	Tip EE, <min wage	This is an employee who receives tips but earns less than minimum wage and is not eligible for retirement benefits.
11	TTFT 1000 hrs	This extra help or part-time employee transfers to full-time.
12	Transfer to PT	This full-time employee transfers to extra help or part-time.

Organizational Plan section

The *Job code* (also known as class code) information is reflected to the right of the position number. For example: “P061C” is the job code used for the position number 22092213. The *Job key* field reflects the authorized job and is a system generated number. The four-digit job class code is reflected to the right of this number. If this number is different from the job reflected by the position number, the position has been crossgraded or downgraded.

The authorized job code for extra-help positions is “9999”. Before executing a *Hire* action, all extra-help positions must be crossgraded or downgraded to a job code other than 9999. All extra-help positions must be crossgraded by DFA – Office of Personnel Management.

Organizational plan		Assignment
Percentage	100.00	
Position	22092213	P061C TRAVEL CONSULTANT
Job key	22113172	P061C TRAVEL CONSULTANT
Exempt	N	
Org. Unit	21703203	TIC Harr GR Tourist Info Center Harri...

Administrators Section

The selection of *Personnel* (PersAdmin), *Time*, *Payroll* (PayrAdmin), and *Benefits* Administrators is for the purpose of internal agency communication. This enables them to properly manage the employee data.

Administrator	
PersAdmin	103 Cindy Hatak
Time	100 Norma L Sims
PayrAdmin	103 Cindy Hatak




The Benefits Administrator is not located on the screen area with the rest of the administrators. Instead, this administrator is located at the bottom of the screen in the *Additional fields* section.

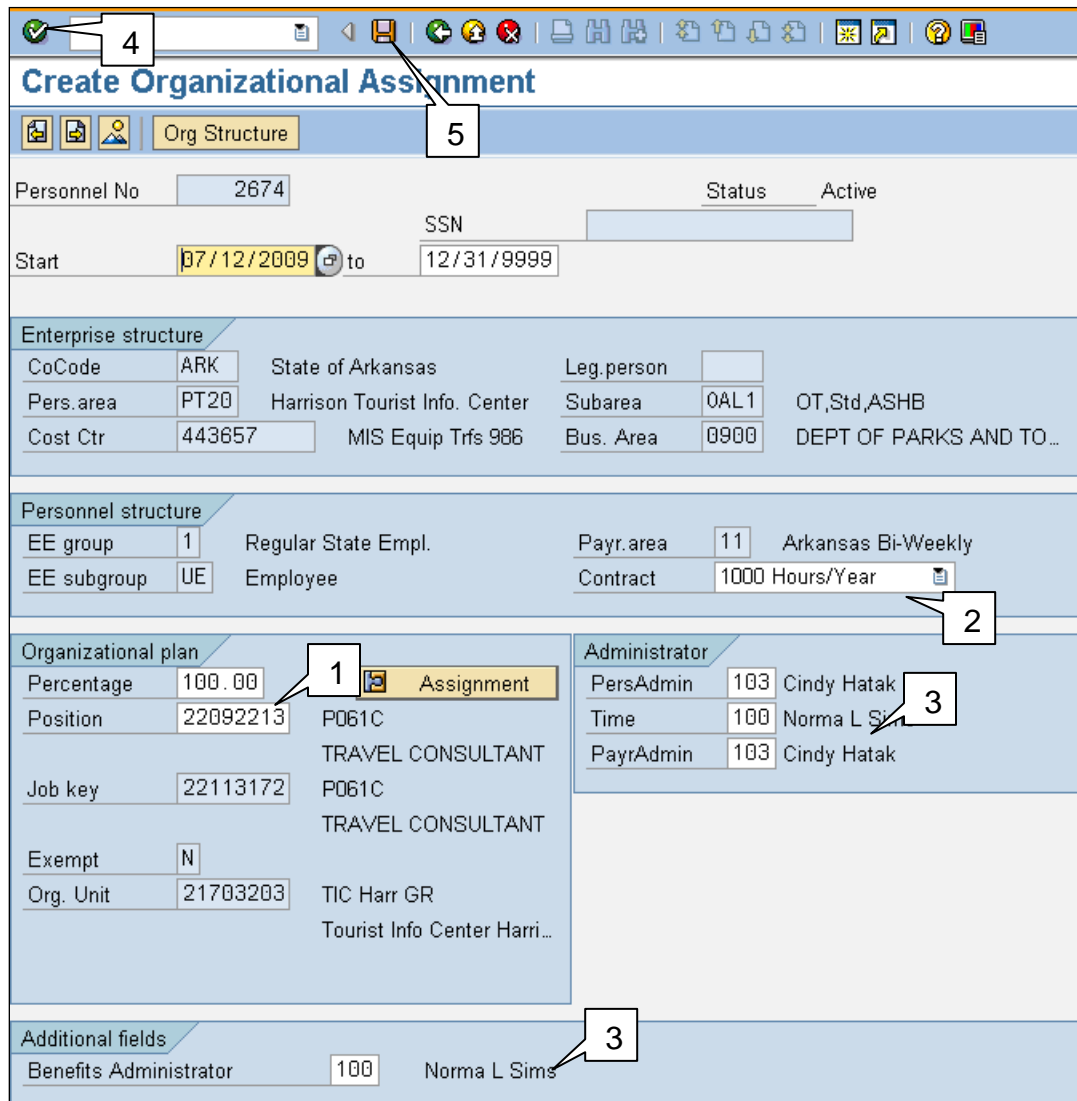
Additional fields	
Benefits Administrator	100 Norma L Sims



Until the hiring process has been completed, the employee cannot have time entered into the system, be enrolled in benefits, or receive a paycheck. If the drop-down list does not include the name of the administrator you are looking for, refer to Update Employee Administrators section in Chapter 3.

Action Steps:

1. Verify the *Position* number is correct.
2. Select the type of work in the *Contract* field using the drop-down box.
3. Select the administrators using the drop-down boxes for *PersAdmin*, *Time*, *PayrAdmin*, and *Benefits Administrator*. Select the name. <Copy>  to close the drop-down box.
4. <Enter>  to validate the information.
5. <Save>  to save the information.



Create Organizational Assignment

Org Structure

Personnel No 2674 Status Active

SSN

Start 07/12/2009 to 12/31/9999

Enterprise structure

CoCode	ARK	State of Arkansas	Leg.person	
Pers.area	PT20	Harrison Tourist Info. Center	Subarea	OAL1 OT,Std,ASHB
Cost Ctr	443657	MIS Equip Trfs 986	Bus. Area	0900 DEPT OF PARKS AND TO...

Personnel structure

EE group	1	Regular State Empl.	Payr.area	11 Arkansas Bi-Weekly
EE subgroup	UE	Employee	Contract	1000 Hours/Year

Organizational plan

Percentage	100.00	Assignment
Position	22092213	
Job key	22113172	
Exempt	N	
Org. Unit	21703203	

Administrator

PersAdmin	103	Cindy Hatak
Time	100	Norma L Sims
PayrAdmin	103	Cindy Hatak

Additional fields


Benefits Administrator	100	Norma L Sims
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Monitoring of Tasks (Infotype 0091)





This infotype is optional. It stores additional data on the employee, along with deadlines and reminder dates. Dates your agency may wish to monitor include:

- End of Probation,
- Catastrophic Leave,
- DROP Start Date and End date,
- Driver's License Expiration,
- End of Leave,
- Performance Evaluation Date.



If no information is entered, click <Next record>  to advance to the next infotype.

Action Steps:

1. Select *task type* using the drop-down box.
2. Enter *Date of Task*. This date is mandatory. A reminder date will default.
3. Enter *Comments*. This is optional. When comments are entered, they appear under comments and on the note pad .
4. <Enter>  to validate the information.
5. <Save>  to save the information.
6. Another screen appears, <Next record>  to advance to the next infotype.

The screenshot shows the 'Create Monitoring of Tasks' form. The form is divided into several sections: 'Person', 'Task', 'Reminder', and 'Comments'. Callouts are numbered 1 through 6, corresponding to the action steps. Callout 1 points to the 'Task Type' dropdown menu. Callout 2 points to the 'Date of Task' field. Callout 3 points to the 'Comments' text area. Callout 4 points to the 'Enter' button (checkmark icon). Callout 5 points to the 'Save' button (floppy disk icon). Callout 6 points to the 'Next record' button (document with arrow icon).

Person	No	Name	Status
EE gr	2674	Janice ...	Active
EE subgroup	1	Regular State Empl.	Personnel ar
	UE	Employee	PT20
		SSN	Harrison Tourist Info. Center

Task	Task Type	Date of Task	Processing indicator
	End of Probation	01/12/2010	New task

Reminder	Reminder Date	Lead/follow-up time
	12/12/2009	

Comments
end of probation -- need to conduct a 6 month review.

Addresses (Infotype 0006)

This infotype stores the employee's business address and permanent home address.





Pointers:

- *Address line 1* includes space for 40 characters.
- Key nine-digit zip codes without the hyphen (722012525.)
- *Address line 2* is not used.

Business Address

This infotype stores the employee's business address and phone number, which defaults according to the employee's personnel area. If necessary, you may make changes to this information. However, be sure the position reflects the correct personnel area. If the personnel area is correct, but the business address is wrong, provide the correct information to the AASIS Help Desk at **683-2255**.

Action Steps:

1. Verify the business address and phone number to ensure both are correct. If not, correct it.
2. <Enter>  to validate the information.
3. <Save>  to save the information.

Create Addresses

Foreign address

Personnel No 2674 Name Janice ... Status Active
 EE group 1 Regular State Empl. Personnel ar PT20 Harrison Tourist Info. Center
 EE subgroup UE Employee SSN
 Start 07/12/2009 to 12/31/9999

Address

Address type Business address
 c/o
 Address line 1 3391 Highway 65 North
 Address line 2
 City/country Harrison
 State/zip code AR Arkansas 72601
 Country Key USA
 Telephone Number 479 785-8566

Communications

Type	Number	Exte
Type	Number	Exte
Type	Number	Exte
Type	Number	Exte



Additional fields

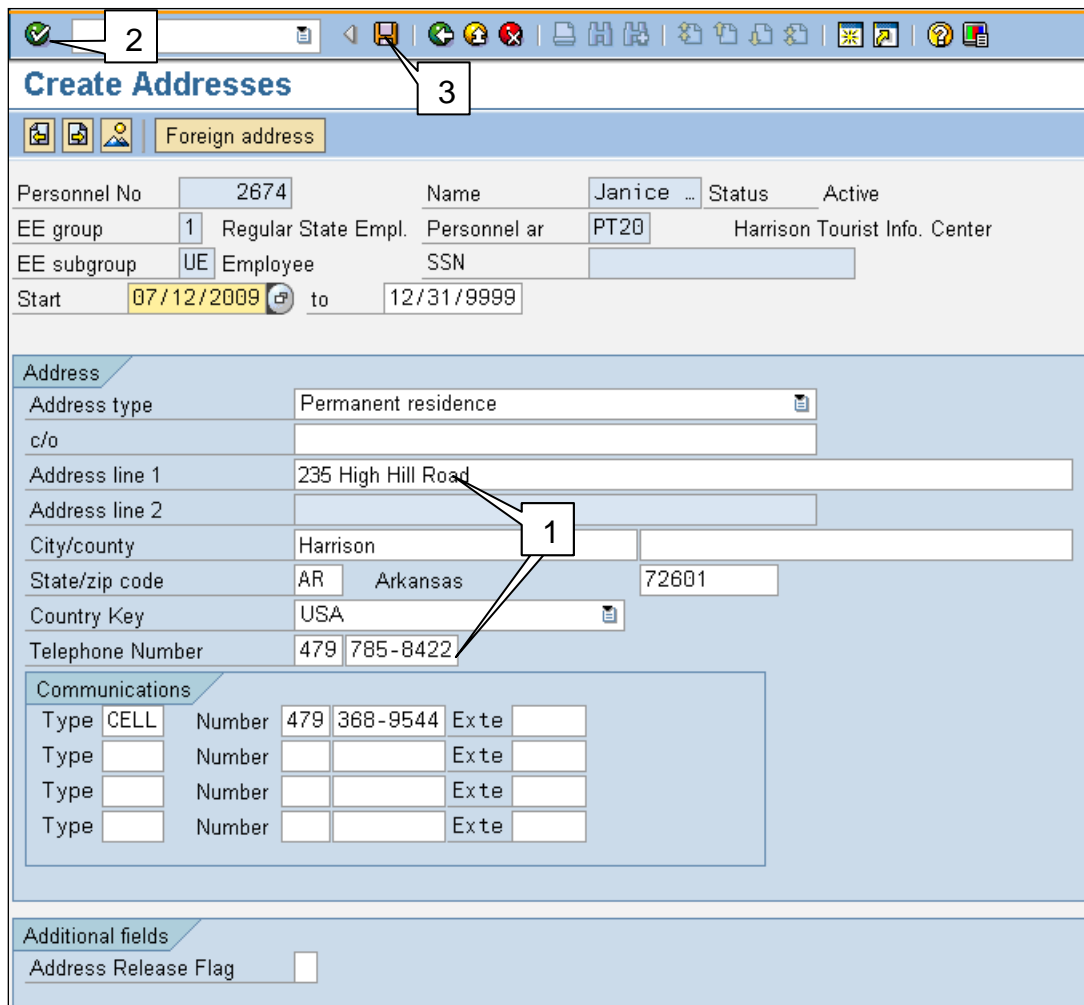
Address Release Flag

Permanent Address

This infotype stores the employee's permanent home address which is used for W-2's and paper warrants (unless Direct Deposit is selected.)

Action Steps:

1. Enter the *permanent residence* including street, city, state, zip code, and the phone number.
2. <Enter>  to validate the information
3. <Save>  to save the information.



Create Addresses

Foreign address

Personnel No 2674 Name Janice ... Status Active

EE group 1 Regular State Empl. Personnel ar PT20 Harrison Tourist Info. Center

EE subgroup UE Employee SSN

Start 07/12/2009 to 12/31/9999

Address

Address type Permanent residence

c/o

Address line 1 235 High Hill Road

Address line 2

City/country Harrison

State/zip code AR Arkansas 72601

Country Key USA

Telephone Number 479 785-8422

Communications

Type	CELL	Number	Ext	Ext
Type	CELL	479 368-9544	Ext	
Type		Number	Ext	
Type		Number	Ext	
Type		Number	Ext	


Additional fields

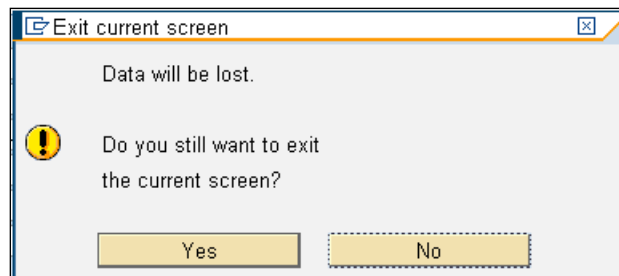
Address Release Flag ☐

Other/Previous Employers (Infotype 0023)



This optional infotype maintains information relating to the employee's present and previous employers.



If no information is entered, click <Next Record>  and Click Yes to continue to the next screen.



Action Steps:

1. Enter the *Start/to* date (this is the timeframe in which the person worked for the previous employer), name, and city of previous employer.
2. <Enter>  to validate the information.
3. <Save>  to save the information.

Create Other/Previous Employers

Personnel No 2674 Name Janice ... Status Active

EE group 1 Regular State Empl. Personnel ar PT20 Harrison Tourist Info. Center

EE subgroup UE Employee SSN

Start to

Other/previous employers

Employer

City

Country Key USA

Industry





Job

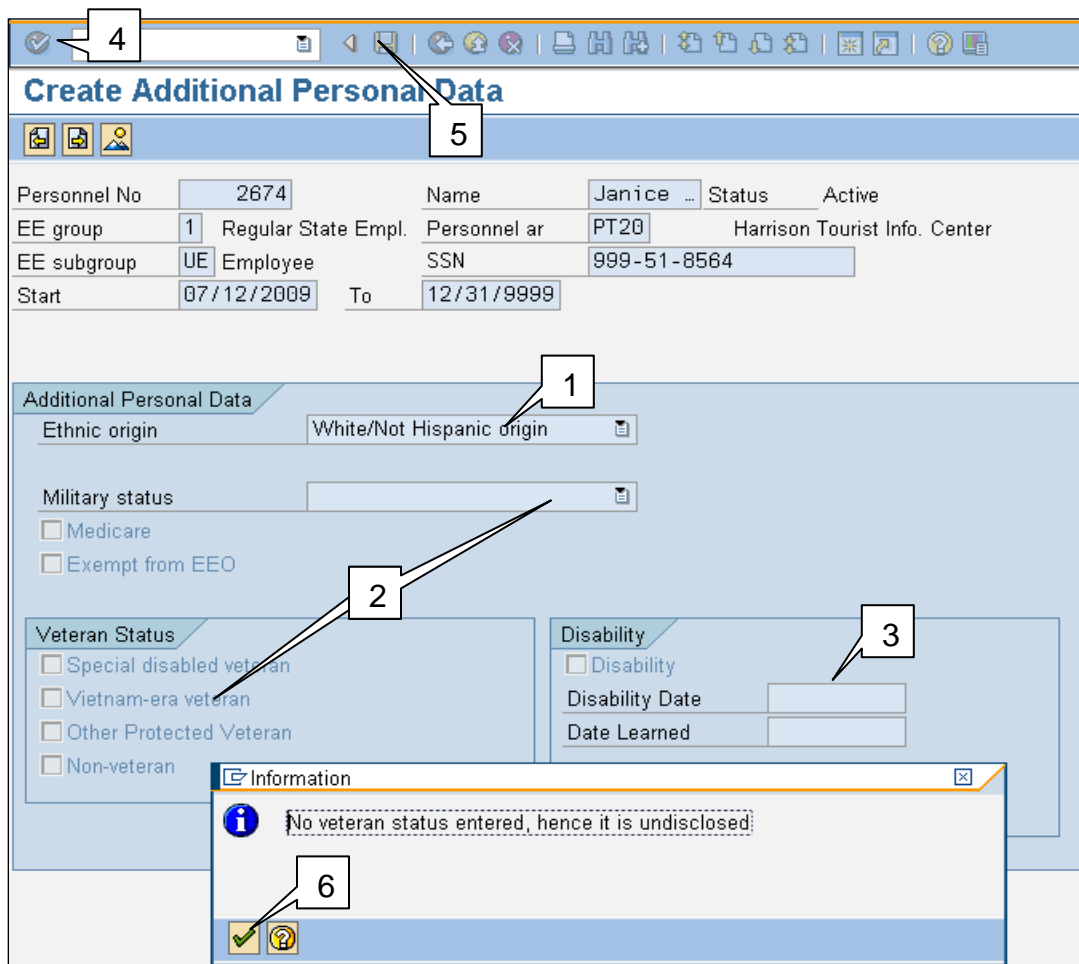
Work contract

Additional Personal Data (Infotype 0077)

This infotype stores additional employee personal data related to ethnic origin and military status. The information from this infotype is critical and it must be entered and saved as it is required for several personnel administration reports including EE04 reports to the Federal government and EEOC reports to the Equal Employment Opportunity Commission.

Action Steps:

1. For *Ethnic origin*, click  and select the answer. This is required information!
2. If the employee has not served in the military, select *Non-veteran* under *Veteran Status*.
3. If the employee has a documented disability, click the *Disability* cell and enter the dates.
4. <Enter>  to validate the information.
5. <Save>  to save the information.
6. If no veteran status is entered, a message box displays, <Green check mark>  to continue.





The screenshot shows the 'Create Additional Personal Data' form in SAP. The form is titled 'Create Additional Personal Data' and contains several fields and sections. Callouts 1 through 6 point to specific elements:

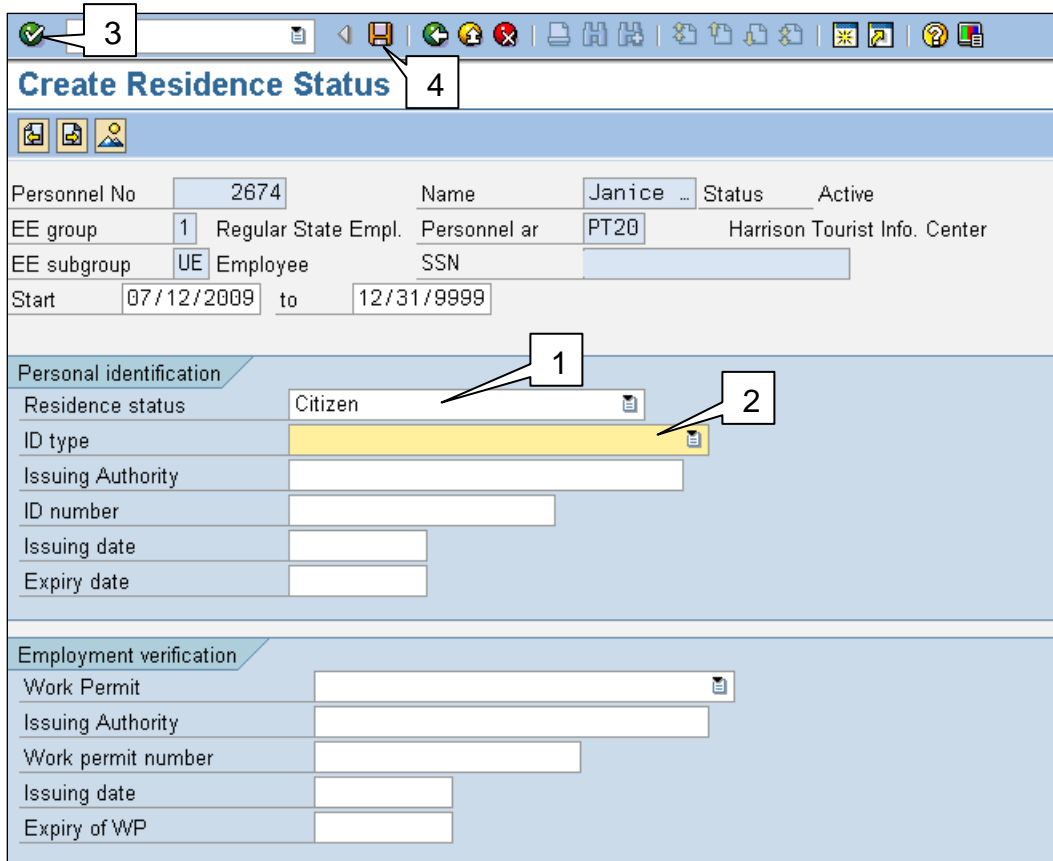
- Callout 1:** Points to the 'Ethnic origin' dropdown menu, which currently shows 'White/Not Hispanic origin'.
- Callout 2:** Points to the 'Veteran Status' section, which includes checkboxes for 'Special disabled veteran', 'Vietnam-era veteran', 'Other Protected Veteran', and 'Non-veteran'.
- Callout 3:** Points to the 'Disability' section, which includes a checkbox for 'Disability' and two date fields: 'Disability Date' and 'Date Learned'.
- Callout 4:** Points to the 'Enter' button (green checkmark icon) at the top of the form.
- Callout 5:** Points to the 'Save' button (floppy disk icon) at the top of the form.
- Callout 6:** Points to the 'Information' message box at the bottom of the form, which displays the message: 'No veteran status entered, hence it is undisclosed:'. The message box also contains a green checkmark icon and a question mark icon.

Residence Status (Infotype 0094)

This infotype stores Employment Eligibility Verification taken from the I-9 Federal forms. You must complete this screen and save your entries!

Action Steps:

1. For *residence status*, click drop-down box and select an answer.
2. If *Non-citizen or Non-resident alien* is selected, complete the subtypes US01 Visa Information (US) and US02 I-94 Records (US) which appears next.
3. <Enter>  to validate the information.
4. <Save>  to save the information.



The screenshot shows the SAP 'Create Residence Status' (Infotype 0094) screen. The title bar includes a toolbar with icons for validation (checkmark) and saving (floppy disk). Callout 3 points to the validation icon, and callout 4 points to the save icon. The main form contains the following fields:

Personnel No	2674	Name	Janice ...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT20	Harrison Tourist Info. Center	
EE subgroup	UE Employee	SSN			
Start	07/12/2009	to	12/31/9999		

The 'Personal identification' section includes:

- Residence status: Citizen (Callout 1 points to the dropdown arrow, Callout 2 points to the dropdown menu)
- ID type: (Yellow highlight)
- Issuing Authority:
- ID number:
- Issuing date:
- Expiry date:

The 'Employment verification' section includes:




- Work Permit:
- Issuing Authority:
- Work permit number:
- Issuing date:
- Expiry of WVP:

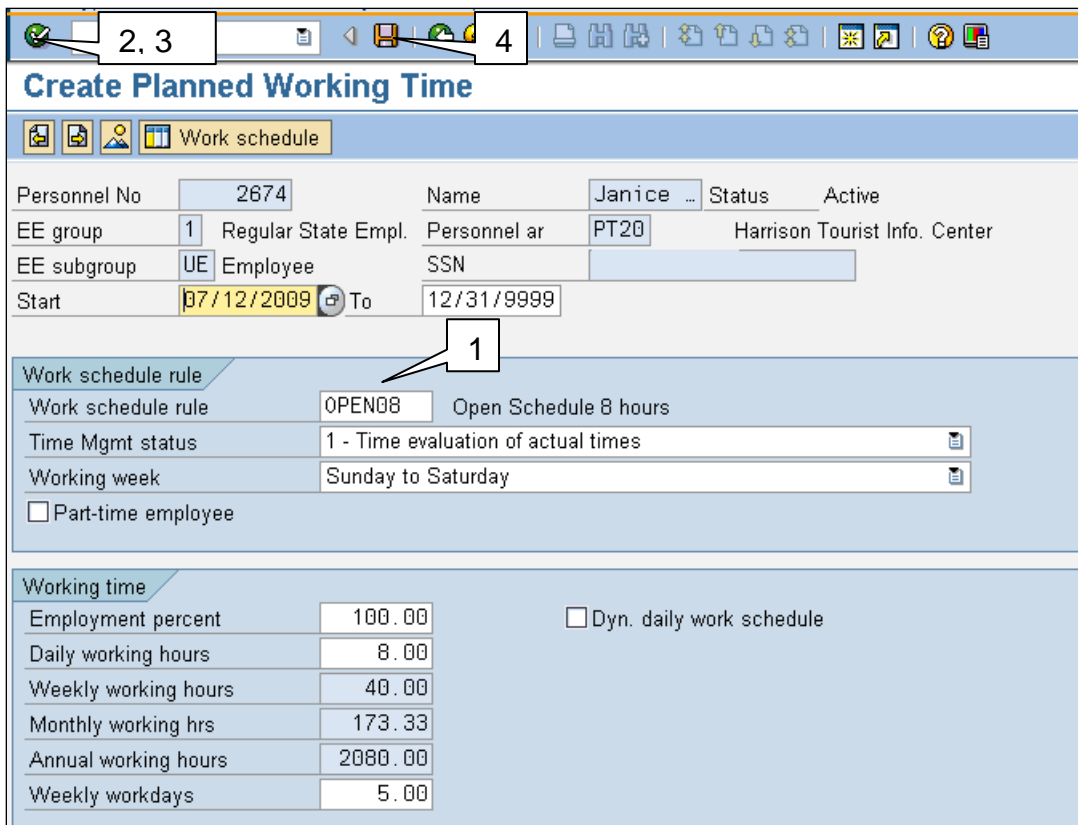
Planned Working Time (Infotype 0007)

This infotype stores the employee's work schedule. The most commonly used work schedule is automatically assigned based on the employee subgroup. Verify the work schedule, and if necessary make changes. The *Employment Percent* field defaults at 100% for the employee's working time.

For employees who are part-time or extra-help (less than 100%), you must adjust the employment percentage and verify that a check mark is placed in the *Part-Time Employee* box.

Action Steps:

1. Verify work schedule and make changes if necessary.
2. <Enter>  . The working time information defaults in based on the *Employment percentage*.
3. <Enter>  again to validate the information.
4. <Save>  to save the information.



Create Planned Working Time

Work schedule

Personnel No 2674 Name Janice ... Status Active

EE group 1 Regular State Empl. Personnel ar PT20 Harrison Tourist Info. Center

EE subgroup UE Employee SSN

Start 07/12/2009 To 12/31/9999

Work schedule rule

Work schedule rule OPEN08 Open Schedule 8 hours

Time Mgmt status 1 - Time evaluation of actual times

Working week Sunday to Saturday

☐ Part-time employee

Working time

Employment percent 100.00 ☐ Dyn. daily work schedule

Daily working hours 8.00

Weekly working hours 40.00

Monthly working hrs 173.33

Annual working hours 2080.00

Weekly workdays 5.00

Basic Pay (Infotype 0008)


The infotype stores the employee's basic pay. Most of the information on this screen defaults from the position number. A reason code must be entered on this infotype because the reason code for *Basic Pay* (IT0008) must correspond with the


reason code selected for the *Action* (IT0000). Refer to the HR Coding Guide list to ensure the codes correspond. There are some reason codes like EWQ (exceptionally well qualified) that require prior approval from OPM. Please refer to OPM for further guidelines.


Every employee (including salaried employees) has an hourly rate of pay. The *Capacity Utilization Level* which defaults from the *Employment Percent* field in *Planned Working Time* (IT0007) defines what percentage of standard working time an employee works. The *Wage Type* field reflects the payroll wage type used in the payroll process and it defaults in from the position.

Action Steps:

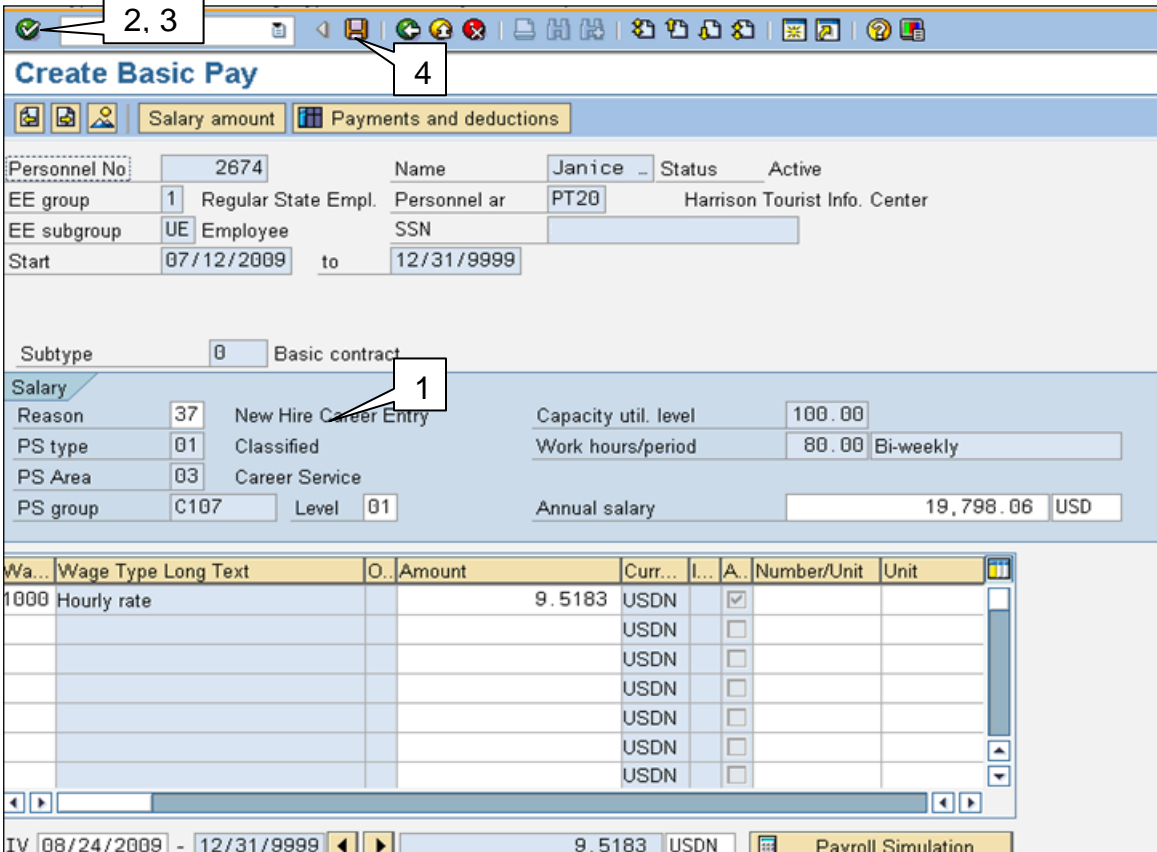
1. Enter a reason code corresponding with the reason code selected for *Action* (IT0000).

2. <Enter> . A message displays.

 Annual salary will be changed to minimum from range (19,798.06 - 19,798.06) - rule (0037)

3. <Enter>  again to validate the information.

4. <Save>  to save the information.



Create Basic Pay

Salary amount | Payments and deductions

Personnel No. 2674 Name Janice Status Active
 EE group 1 Regular State Empl. Personnel ar PT20 Harrison Tourist Info. Center
 EE subgroup UE Employee SSN
 Start 07/12/2009 to 12/31/9999

Subtype 0 Basic contract

Salary

Reason 37 New Hire Career Entry Capacity util. level 100.00
 PS type 01 Classified Work hours/period 80.00 Bi-weekly
 PS Area 03 Career Service
 PS group C107 Level 01 Annual salary 19,798.06 USD

Wa...	Wage Type Long Text	O.	Amount	Curr...	I...	A...	Number/Unit	Unit
1000	Hourly rate		9.5183	USDN		<input checked="" type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		
				USDN		<input type="checkbox"/>		

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Bank Details (Infotype 0009)

The *Bank Details* screen enables you to indicate that an employee is to be paid by direct deposit. Act 1887 of 2005 requires payment of salary or wages by electronic warrant transfer (ACH) as a condition of employment. As of August 12, 2005, all new hires, rehires, and appointments to a position in any agency in State government must elect direct deposit for banking purposes.

In order to ensure the employee's pay is transferred to the correct account, verification of the accuracy of the bank details infotype is critical. If you have any questions regarding direct deposit, contact OPM State Payroll.

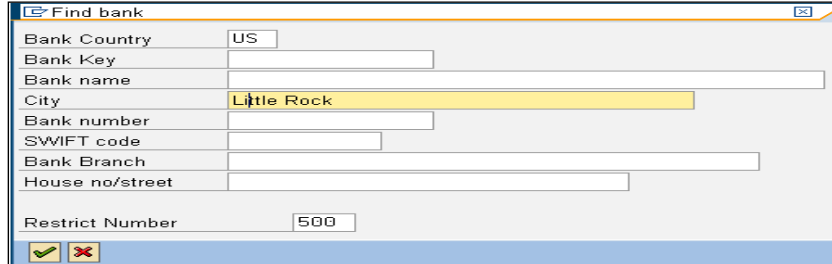
When an employee is paid by direct deposit, the following fields must be entered:


- *Bank Details Type* (main bank)
- *Bank Key* (bank routing number)
- *Bank Account Number* (cannot exceed 13 digits)
- *Bank control key* (type of account: checking or savings)
- *Payment method* defaults to D (direct deposit)

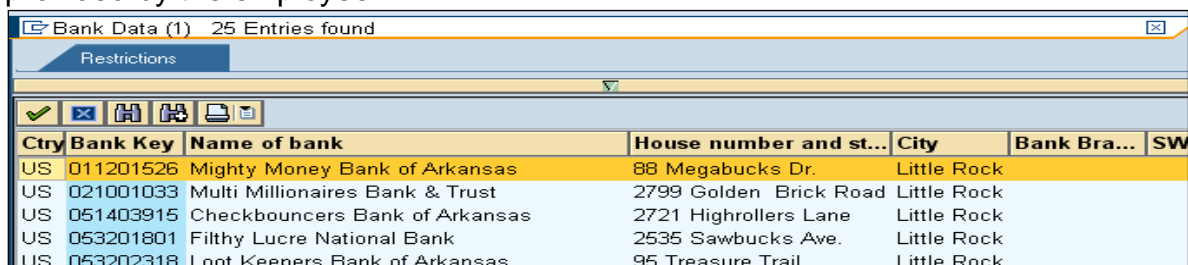
Action Steps:

1. In the *Bank Key* field, enter the routing number or click on the drop down box.
2. *Find Bank* box appears. Enter the name of the city or the name of the bank.


<Green check mark> .




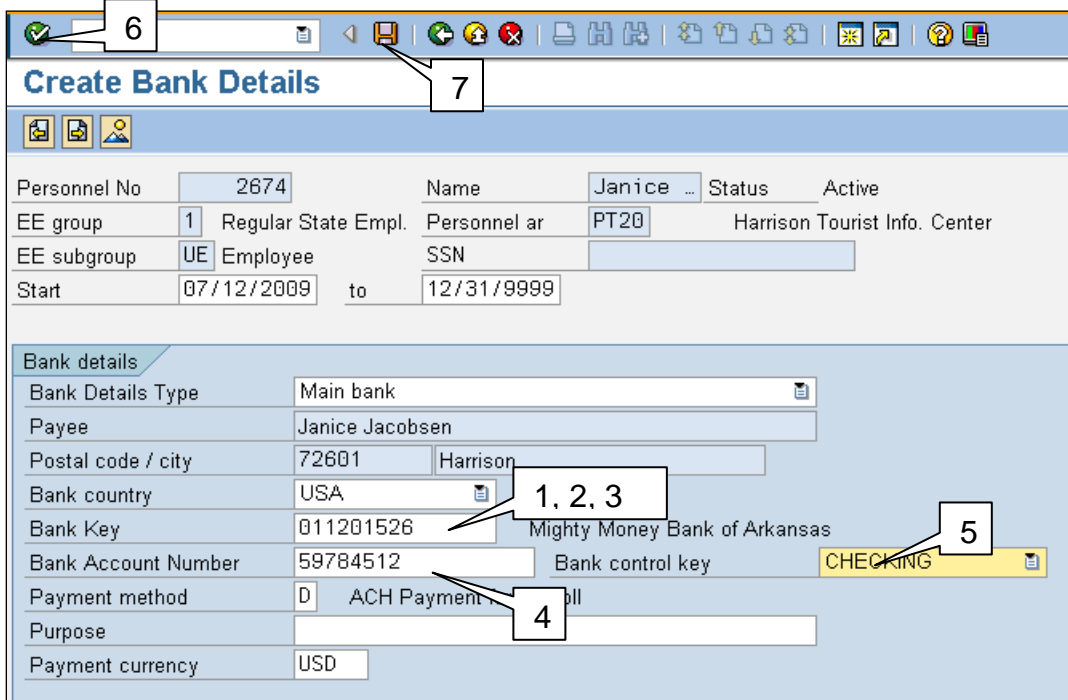
3. From the list of banks, highlight the bank. <Green check mark> . Be sure this number matches documentation (routing number, bank name, city) provided by the employee.



Ctry	Bank Key	Name of bank	House number and st...	City	Bank Bra...	SW
US	011201526	Mighty Money Bank of Arkansas	88 Megabucks Dr.	Little Rock		
US	021001033	Multi Millionaires Bank & Trust	2799 Golden Brick Road	Little Rock		
US	051403915	Checkbouncers Bank of Arkansas	2721 Highrollers Lane	Little Rock		
US	053201801	Filthy Lucre National Bank	2535 Sawbucks Ave.	Little Rock		
US	053202318	Loot Keepers Bank of Arkansas	95 Treasure Trail	Little Rock		

4. Enter *Bank Account Number*.
5. Select *Bank control key* (defaults to checking.)
6. <Enter>  to validate the information

7. <Save>  to save the information.



Create Bank Details

Personnel No 2674 Name Janice ... Status Active
 EE group 1 Regular State Empl. Personnel ar PT20 Harrison Tourist Info. Center
 EE subgroup UE Employee SSN
 Start 07/12/2009 to 12/31/9999

Bank details

Bank Details Type Main bank
 Payee Janice Jacobsen
 Postal code / city 72601 Harrison
 Bank country USA
 Bank Key 011201526 Mighty Money Bank of Arkansas
 Bank Account Number 59784512 Bank control key CHECKING
 Payment method D ACH Payment
 Purpose
 Payment currency USD

Callouts: 1 (Green check mark), 2 (Save icon), 3 (Enter icon), 4 (Payment method dropdown), 5 (Bank control key dropdown), 6 (Green check mark), 7 (Save icon).

Residence Tax Area (Infotype 0207)

This screen lists the employee's state of residence for tax purposes. If the employee does not live in the state of Arkansas, the only selection would be Federal for this infotype. If tax area of Arkansas or Texarkana, Arkansas is selected, the Federal tax defaults.



Action Steps:

1. Select the appropriate tax area from the box. <Green check mark> .

Tax Area (1) 3 Entries found

Restrictions

Tax A...	Description	PostalCo...	PostalCo...	Start Date	End Date
AR	State of Arkansas	71600-0000	72999-9999	01/01/1980	12/31/9999
AR01	Texarkana	71600-0000	72999-9999	01/01/1980	12/31/9999
FED	Federal	00000-0001	99999-9999	01/01/1980	12/31/9999

2. <Enter> . The state and Federal authorities appear.
3. <Save>  to save the information.

Create Residence Tax Area

Personnel No 2674 Name Janice ... Status Active

EE group 1 Regular State Empl. Personnel ar PT20 Harrison Tourist Info

EE subgroup UE Employee SSN

Start 07/12/2009 to 12/31/9999

Resident data

Tax area AR



Tax Authorities in Area

Tax...	Description	T...	Description
AR	Arkansas	B	State
FED	Federal	A	Federal

Work Tax Area (Infotype 0208)

This infotype records the amount of time an employee works in each locality other than their *Residence Tax Area* (IT0207) throughout the tax period.

Action Steps:

1. Verify the information and change if necessary – default value is based on the information from *Resident Tax Area* (IT0207).
2. <Enter>  to validate the information.
3. <Save>  to save the information.

Create Work Tax Area

Personnel No 2674 Name Janice ... Status Active

EE group 1 Regular State Empl. Personnel ar PT20 Harrison Tourist Info

EE subgroup UE Employee SSN

Start 07/12/2009 to 12/31/9999

Work tax data

Tax Area AR State of Ark

Allocation 100.00 %

Tax Authorities in Area

Tax...	Description	T...	Description
AR	Arkansas	B	State



Unemployment State (Infotype 0209)

This screen records the state responsible for paying the employee's unemployment insurance. If your agency utilizes this worksite within this infotype and the worksite(s) are not included in the drop-down list, you may have them added by contacting the AASIS Help Desk at 683-2255.



If your agency does not utilize the *Worksite* field, this infotype must be saved.

Action Steps:

1. If your agency utilizes this infotype, select the drop down box and select the appropriate worksite.
2. <Enter>  to validate the information.
3. <Save>  to save the information.

The screenshot shows the 'Create Unemployment State' form. Callout 1 points to the 'Unemployment data' section, specifically the 'Tax authority' field which is set to 'AR' (Arkansas). Callout 2 points to the top toolbar, specifically the checkmark icon. Callout 3 points to the top toolbar, specifically the save icon.

Personnel No	2674	Name	Janice ...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT20	Harrison Tourist Info. Center	
EE subgroup	UE Employee	SSN			
Start	07/12/2009	to	12/31/9999		

Unemployment data

Tax authority	AR	Arkansas
Worksite		

Withholding Info W4/W5 US (Infotype 0210)

This infotype stores the information presented by the employee on the W4/W5 forms. This information is used by payroll to calculate withholding tax. The screen will appear twice: first, for State withholding information, and then, for Federal withholding information.

Dependent allowance field must reflect the number of dependents the employee is claiming on the withholding form. If the employee desires to withhold additional amounts from their pay, enter the dollar amount in the *Additional Withholding* field.

Only two groups of employees are eligible for exemption from Arkansas income tax (Arkansas Acts 48 and 177 of 1977). These include employees living within the city limits of Texarkana, Arkansas and employees living within the city limits of Texarkana, Texas.


Employees living within the city limits of Texarkana, Arkansas do not have to work in Texarkana, Arkansas, or Texarkana, Texas in order to qualify for this exemption. In fact, no limitations exist as to where they may work.

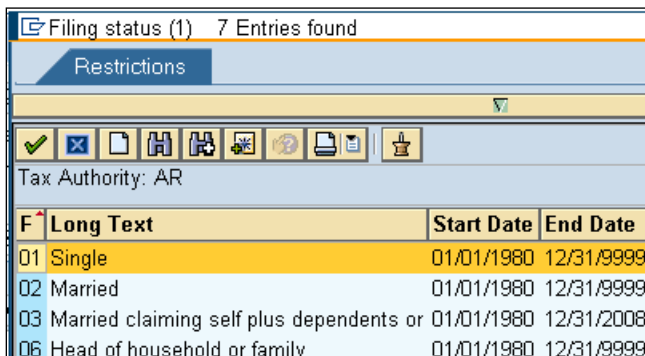
On the other hand, employees working within the city limits of Texarkana, Arkansas but do not live within the city limits of Texarkana, Arkansas are not exempt from Arkansas income tax. For example: an employee living in Hope, AR but working within the city limits of Texarkana, AR is not exempt from Arkansas income tax.

Employees living within the city limits of Texarkana, Texas must work within the city limits of Texarkana, Arkansas to be exempt from Arkansas income tax. These employees are not exempt from Arkansas income tax if they work anywhere else in Arkansas. For example: an employee lives in Texarkana, Texas but works in Magnolia, Arkansas is not exempt from Arkansas income tax.


If an employee elects to have additional money withheld for either state or federal taxes ensure the amount is placed in the *Additional Withholding* field and not in *Exemption amount* field. If an employee is exempt, use "R" in the *Tax exempt* field. Contact OPM/State Payroll Systems with any questions concerning this infotype.

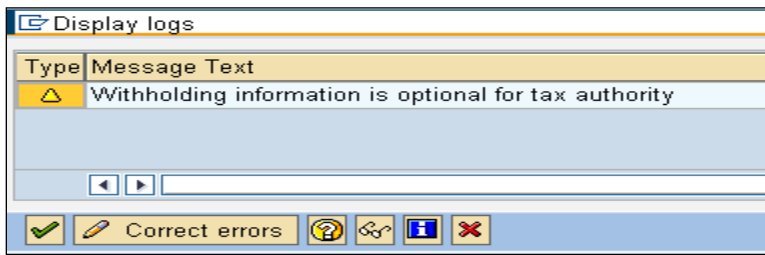
Action Steps: For state

1. Select filing status. <Green check mark> .




F	Long Text	Start Date	End Date
01	Single	01/01/1980	12/31/9999
02	Married	01/01/1980	12/31/9999
03	Married claiming self plus dependents or	01/01/1980	12/31/2008
06	Head of household or family	01/01/1980	12/31/9999


2. Enter the employee's allowances and/or additional amount if required.
3. <Enter> . A withholding message displays.





Display logs

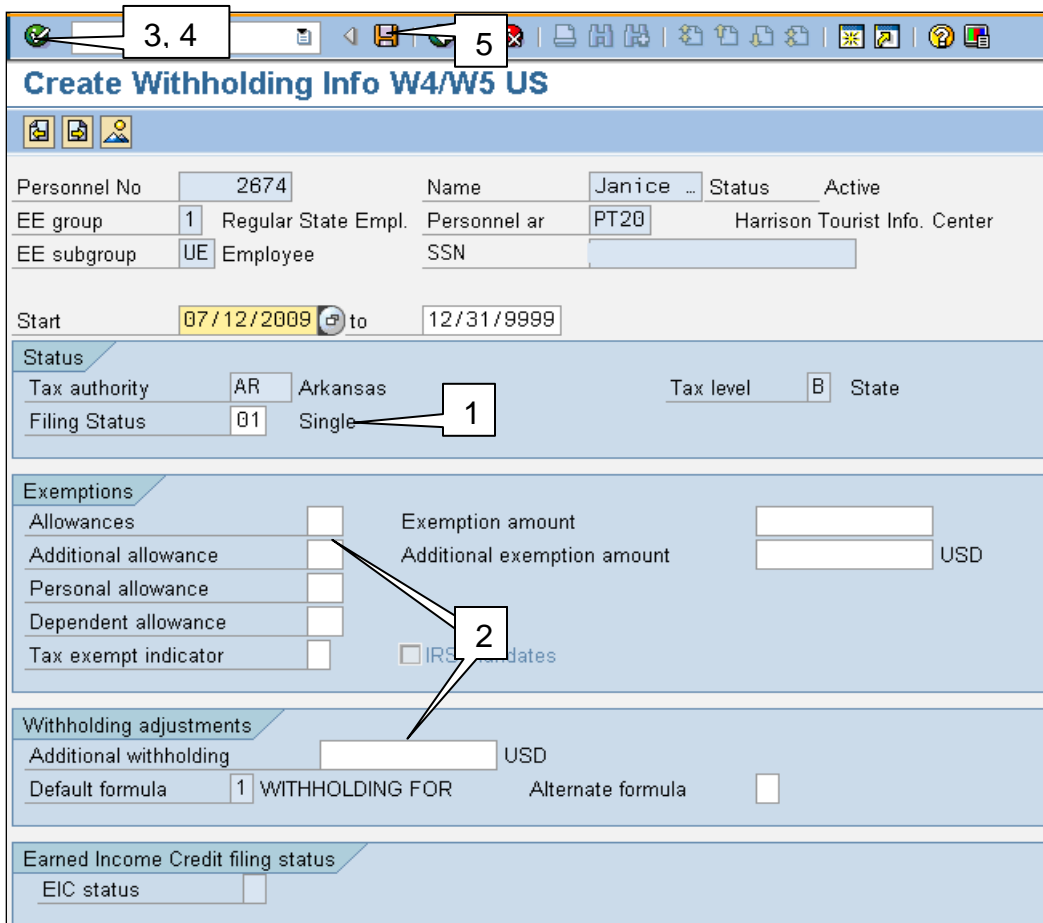
Type	Message Text
	Withholding information is optional for tax authority

Correct errors

4. <Enter>  again. A second withholding message displays.

 Withholding information is optional for tax authority

5. <Save>  to save the information.



3, 4

5

Create Withholding Info W4/W5 US

Personnel No 2674 Name Janice ... Status Active

EE group 1 Regular State Empl. Personnel ar PT20 Harrison Tourist Info. Center

EE subgroup UE Employee SSN

Start 07/12/2009 to 12/31/9999

Status

Tax authority AR Arkansas Tax level B State

Filing Status 01 Single **1**

Exemptions

Allowances ☐ Exemption amount

Additional allowance ☐ Additional exemption amount USD

Personal allowance ☐

Dependent allowance ☐

Tax exempt indicator ☐ ☐ IRS dates **2**

Withholding adjustments




Additional withholding USD

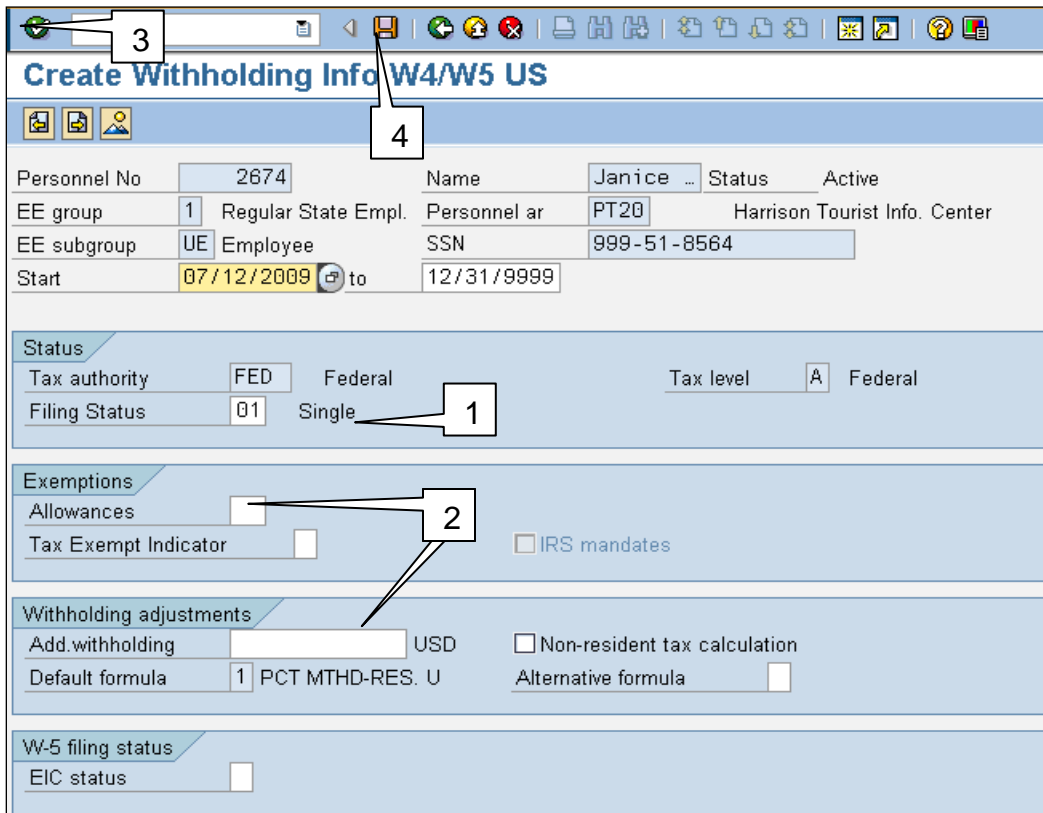
Default formula 1 WITHHOLDING FOR Alternate formula

Earned Income Credit filing status

EIC status

Action Steps: For Federal

1. Select filing status. <Green check mark> .
2. Enter allowances and additional amounts (if needed.)
3. <Enter>  to validate the information.
4. <Save>  to save the information.



The screenshot shows the 'Create Withholding Info W4/W5 US' form. The form is divided into several sections: Personnel Information, Status, Exemptions, Withholding adjustments, and W-5 filing status. Numbered callouts indicate the following steps:

- Callout 1:** Points to the 'Filing Status' field, which is set to '01 Single'.
- Callout 2:** Points to the 'Allowances' field, which is currently empty.
- Callout 3:** Points to the 'Enter' key icon in the top toolbar.
- Callout 4:** Points to the 'Save' icon in the top toolbar.

Personnel Information:

Personnel No	2674	Name	Janice ...	Status	Active
EE group	1 Regular State Empl.	Personnel ar	PT20	Harrison Tourist Info. Center	
EE subgroup	UE Employee	SSN	999-51-8564		
Start	07/12/2009 to	12/31/9999			

Status:

Tax authority	FED Federal	Tax level	A Federal
Filing Status	01 Single		

Exemptions:

Allowances		<input type="checkbox"/> IRS mandates
Tax Exempt Indicator	<input type="checkbox"/>	

Withholding adjustments:

Add withholding		USD	<input type="checkbox"/> Non-resident tax calculation
Default formula	1 PCT MTHD-RES. U	Alternative formula	<input type="checkbox"/>


W-5 filing status:

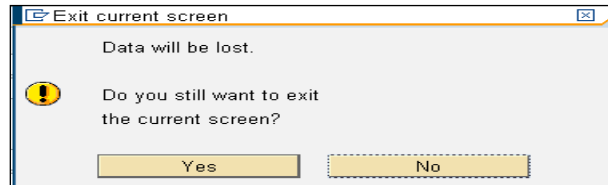
EIC status	<input type="checkbox"/>
------------	--------------------------

Family Members/Dependents (Infotype 0021)



Agencies may want to maintain family information, especially for emergency contact. This screen is optional. Its purpose is for benefits enrollment.



If no information is entered, click <Next Record>  and Click Yes to continue to the next screen.



Action Steps:

1. If required, enter the information.
2. <Enter>  to validate the information.
3. <Save>  to save the information.

Create Family Member/Dependents

Personnel No 2674 Name Janice ... Status Active

EE group 1 Regular State Empl. Personnel ar PT20 Harrison Tourist Info. Center

EE subgroup UE Employee SSN 999-51-8564

Start 07/12/2009 To 12/31/9999

Member Emergency contact Number 01

Last name Jacobsen

First name Jack

Gender ☐ Female ☒ Male

Telephone number

Street

Addr Line 2

City/State

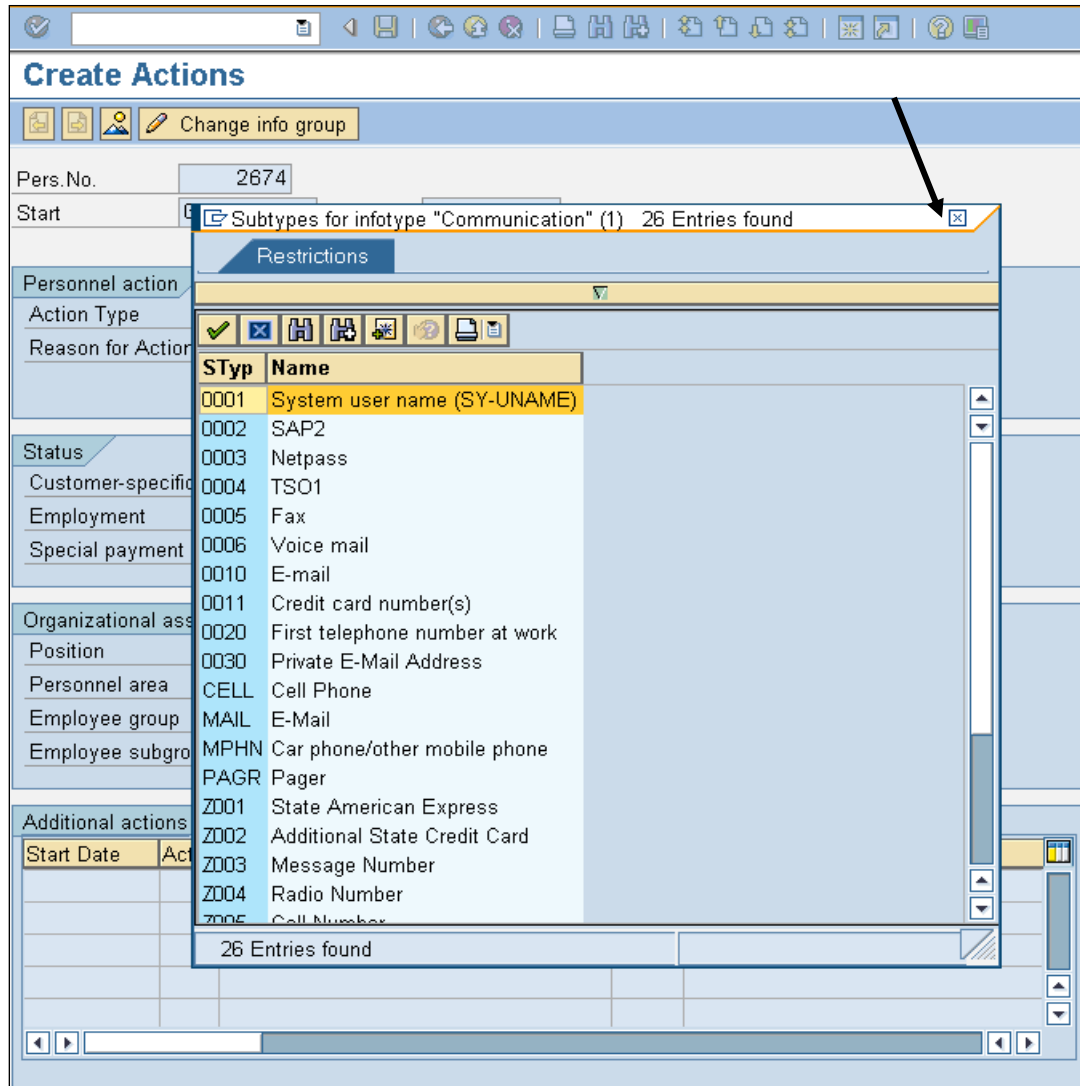
Zip/country

Communications (Infotype 0105)

This infotype houses the employee's user ID after it has been set up and assigned by the AASIS system. This screen is optional and may not be saved at the time of the new hire process.

Action Steps:

To complete the *Hire* action on this employee, click on the subtype from the pop-up screen or use the "X" to cancel this screen and return to the Master Data menu.



After returning to the *Personnel Actions* screen, the following message appears at the bottom of the screen.

✔ Infotype 0105 was skipped because no subtype was chosen

Congratulations! You have completed the new hire process.

Fast Entry Hire Action (PA42)

The *Fast Entry Hiring Action* combines several of the most important infotypes into one screen, reducing the number of key strokes by more than 50%. Because it creates many infotypes in background, only experienced PA users should access this transaction.

Completion requires only four (4) screens:

- *New Hire Fast Entry*
- *Basic Pay (Infotype 0008)*
- *Withholding Info W4/W5 Arkansas (Infotype 0210)*
- *Withholding Info W4/W5 Federal (Infotype 0210)*



Before You Begin


Take these steps before entering information into the system.

1. **CHECK** for previous state employment.
2. **ASK** OPM/State Payroll Systems to search all participating AASIS agencies for previous employment.
3. **VERIFY** the employee's social security number, permanent address information, bank information for direct deposit, and W4/W5 information. After you have completed these three steps, you are ready to use the *Fast Entry Hiring* action.

Menu path for PA42:

Human Resources>Personnel Management >Administration>HR Master Data>PA42 Fast Entry Actions


Action Steps:

1. In the *From* field, enter the hire date. Verify the date of hire to ensure it is correct before saving the screen.
2. Select *Fast Entry for Hire* action.
3. <Execute> .

New Hire Fast Entry Screen

This screen begins the hiring process. Enter nothing in the *Personnel no.* field because this number is automatically generated by the system. Before saving, verify the date of hire is correct. If an incorrect hire date is saved, refer to “Correction of Hire Date” later in this chapter.

Action Steps:

1. Enter the position number in the *Position* field.
2. Enter the Social Security number in the *SSN* field.
3. <Enter>  to default various information in selected fields associated with the position number.



The *Action Reason* defaults to New Hire. If another reason code is required, this may be changed from the drop-down menu. Saving an inaccurate reason code may result in improper enrollment in the contributory retirement plan.

New Hire Fast Entry Screen

Position SSN

BusArea Valid From Payroll admin.

Pers area Action Type Pers.admin.

Subarea Action Reason Time admin.

EE group Benefits Admin

EE subgrp Work contract

Last name Birth date

First name Mar stat.

Mid name Gender

Address Res status

City State Ethnic orig

Zip Addresstype

WS rule Time Mgt stat Empl. % Ptime empl

Pay method BnkDetailsTyp Bank Key

BankAcctNo Control key



Tax area

Tax area


Tax Auth

Pers No.

Action Steps continue:

4. Select *Payroll admin., PersAdmin., Time admin., and Benefits Administrators.*
5. Select *Work Contract.*
6. Enter employee's personal data into the following fields: *Last name, First name, Address, City, and Zip code.*
7. Enter *Birth date, Mar. Stat., Gender, and Ethnic orig.*
8. Enter the *Bank Key* and *Bank Account number* for the direct deposit. NOTE: the bank control key may be changed to savings or left blank for warrant.
9. <Execute>  or <Save>  If you missed entering any information in a required Fast Entry field, the infotype containing that field displays to allow for completion.

New Hire Fast Entry Screen

9 

Position	22092494	SSN	999783461
BusArea	0900	Valid From	07/12/2009
Pers area	PT08	Action Type	Y6
Subarea	NEL1	Action Reason	New Hire
EE group	Regular state e...	Payroll admin.	Gary Goates
EE subgrp	UE	Pers.admin.	Bradley Shell
		Time admin.	Mark Steindl
		Benefits Admin	Gloria Robbins
		Work contract	1000 Hours/Year

4

5

Last name	Barkley	Birth date	
First name	Vickie	Mar stat.	
Mid name		Gender	
Address	68742 Winding Valley Road	Res status	C
City	West Little Rock	Ethnic orig	American ...
State	AR	Addresstype	Permanent residence
Zip	72205		

6

7

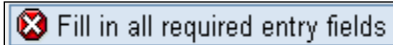
WS rule	MF01	Time Mgt stat	Time Eval of planned ti...	Empl. %	100.00	Pttime empl	
Pay method	ACH Payment fo...	BankDetailsTyp	Main bank	Bank Key	081509290	Control key	CHECKING
BankAcctNo	59874566						

8

Tax area	AR
Tax area	AR
Tax Auth	AR AR
Pers No.	0

Basic Pay (Infotype 0008)

This is the first screen to reflect *Personnel number*. An error message



appears at the bottom of the screen indicating that mandatory information is required for this infotype.

Action Steps:

1. Enter the *Reason* code.
2. <Enter> . A delimit message appears.

Annual salary will be changed to minimum from range (32,249.15 - 32,249.15) - rule (0037)

3. <Enter> to validate the information and to continue to the next screen.

2, 3

Create Basic Pay

Salary amount Payments and deductions

Personnel No. 2675 Name Vickie ... Status Active

EE group 1 Regular State Empl. Personnel ar PT08 Central Office

EE subgroup UE Employee SSN

Start 07/12/2009 to 12/31/9999

Subtype 0 Basic contract

Salary

Reason 37 Capacity util. level 100.00

PS type 01 Classified Work hours/period 80.00 Bi-weekly

PS Area 03 Career Service


PS group C117 Level 01 Annual salary USD

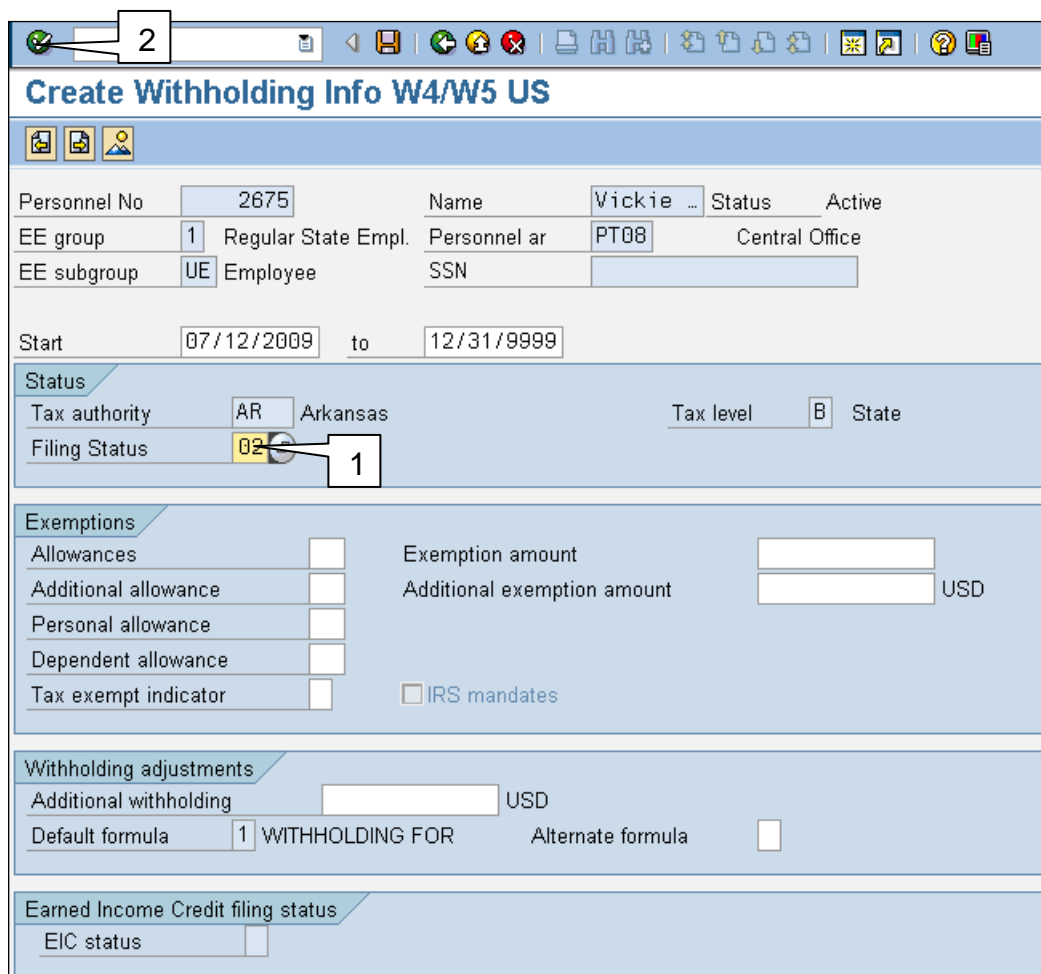
Wa...	Wage Type	Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Hourly rate				USDN	I	<input checked="" type="checkbox"/>		
					USDN		<input type="checkbox"/>		
					USDN		<input type="checkbox"/>		
					USDN		<input type="checkbox"/>		
					USDN		<input type="checkbox"/>		
					USDN		<input type="checkbox"/>		
					USDN		<input type="checkbox"/>		

IV 08/24/2009 - 12/31/9999 0.0000 USDN Payroll Simulation

Withholding Info W4/W5 US (Infotype 0210)

Action Steps – For Arkansas:

1. Enter filing status for AR. If necessary, complete additional fields.
2. <Enter>  to validate the information.



Create Withholding Info W4/W5 US

Personnel No Name Status


EE group Regular State Empl. Personnel ar Central Office

EE subgroup Employee SSN

Start to

Status

Tax authority Arkansas Tax level State

Filing Status 

Exemptions

Allowances ☐ Exemption amount

Additional allowance ☐ Additional exemption amount USD

Personal allowance ☐

Dependent allowance ☐

Tax exempt indicator ☐ ☐ IRS mandates

Withholding adjustments


Additional withholding USD

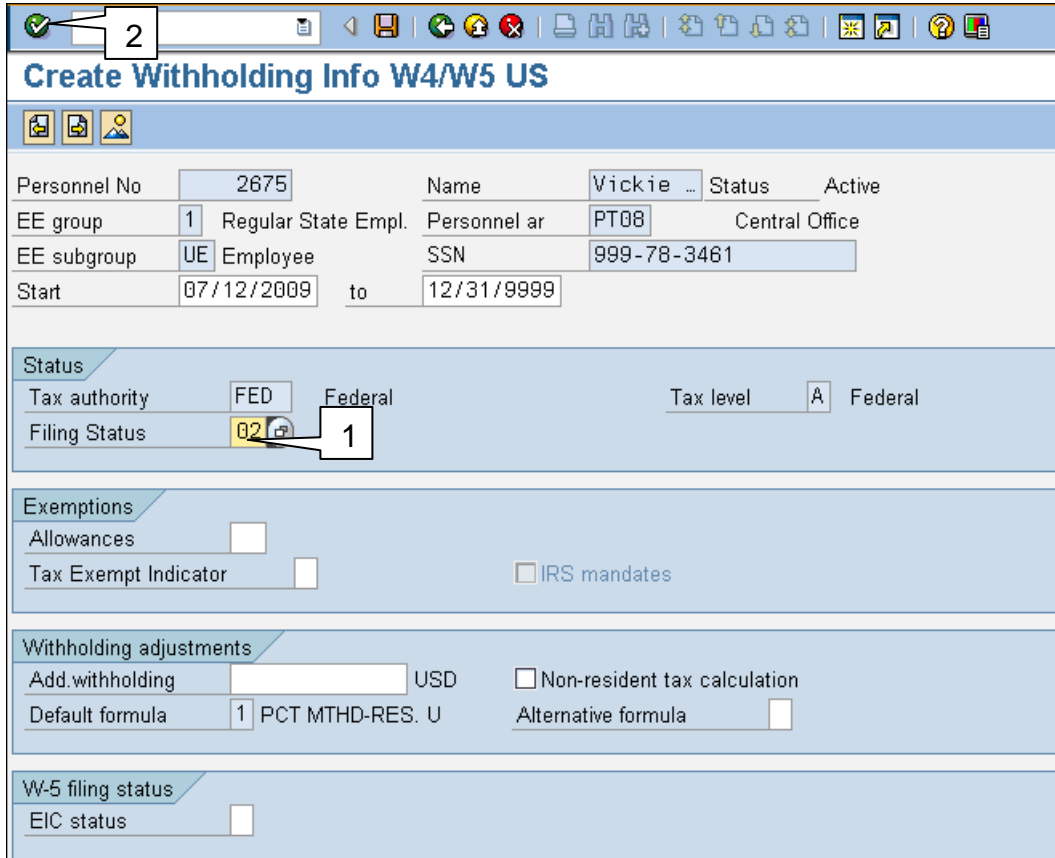
Default formula WITHHOLDING FOR Alternate formula

Earned Income Credit filing status

EIC status

Action Steps – For Federal:

1. Enter filing status. If necessary, complete the additional fields.
2. <Enter>  to validate the information.



Create Withholding Info W4/W5 US

Personnel No 2675 Name Vickie ... Status Active

EE group 1 Regular State Empl. Personnel ar PT08 Central Office

EE subgroup UE Employee SSN 999-78-3461

Start 07/12/2009 to 12/31/9999

Status

Tax authority FED Federal Tax level A Federal

Filing Status 02 **1**

Exemptions

Allowances ☐

Tax Exempt Indicator ☐ ☐ IRS mandates

Withholding adjustments


Add.withholding USD ☐ Non-resident tax calculation

Default formula 1 PCT MTHD-RES. U Alternative formula

W-5 filing status

EIC status ☐


You will return to the **Fast Entry for Actions** screen, where a message at the bottom of the screen will state:

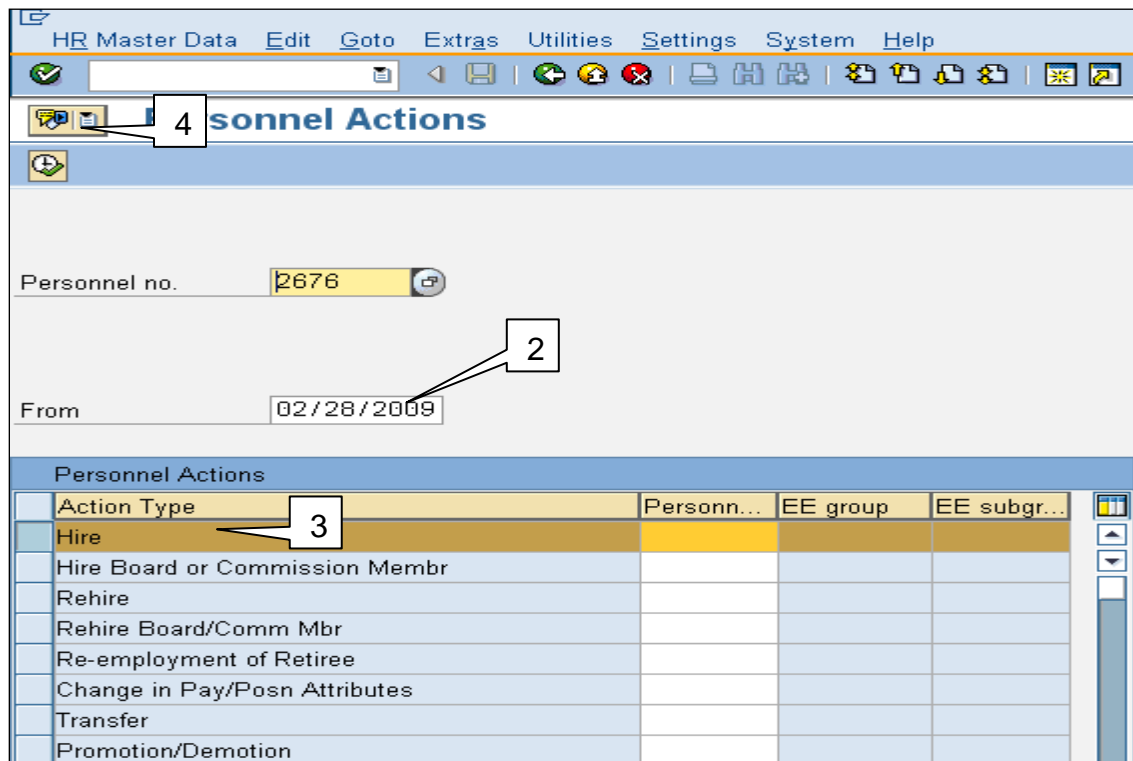
 Action Fast Entry Hire executed

Re-execute an Action (PA40)

If you exit out of *PA40* before completing the action for any reason, accidental or purposeful, start completely over. This procedure prompts you to complete all the infotypes included in the action.

Action Steps:

1. Return to transaction *PA40*.
2. Re-enter the effective date of the action. For this example, we are using the hire date.
3. Select the Action. For this example, we are using *Hire action*.
4. <Execute> 



HR Master Data Edit Goto Extras Utilities Settings System Help

Personnel Actions

Personnel no. 2676

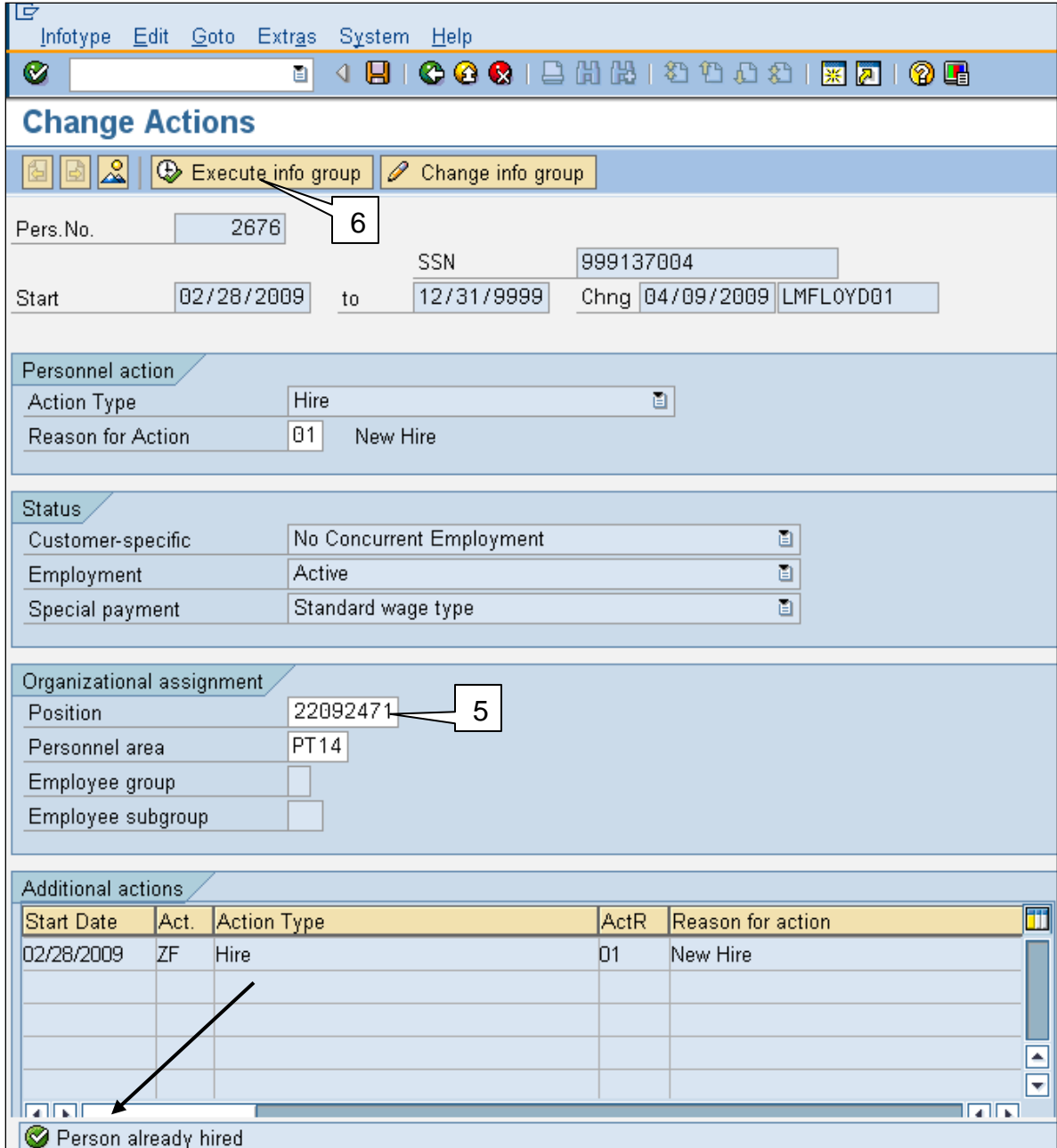
From 02/28/2009

Action Type	Personn...	EE group	EE subgr...
Hire			
Hire Board or Commission Membr			
Rehire			
Rehire Board/Comm Mbr			
Re-employment of Retiree			
Change in Pay/Posn Attributes			
Transfer			
Promotion/Demotion			

When this screen appears, the system message at the bottom of the screen indicates “Person already hired.”

5. Re-enter the position number.

6. <Execute info group> . The system message indicates “Person already hired.”



Change Actions

Execute info group | Change info group

Pers.No. 2676

SSN 999137004

Start 02/28/2009 to 12/31/9999 Chng 04/09/2009 LMFL0YD01

Personnel action

Action Type Hire

Reason for Action 01 New Hire

Status

Customer-specific No Concurrent Employment

Employment Active

Special payment Standard wage type

Organizational assignment

Position 22092471

Personnel area PT14


Employee group

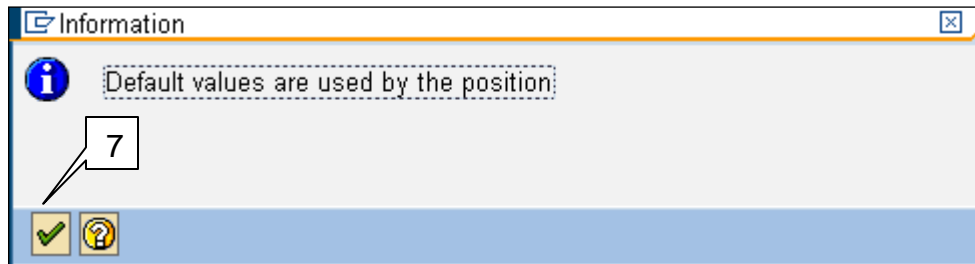
Employee subgroup

Additional actions

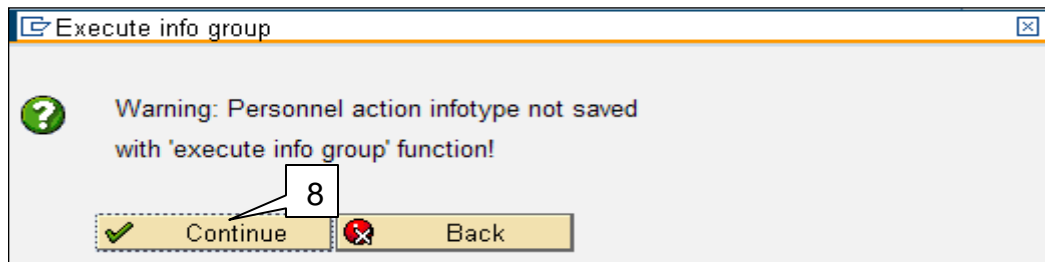
Start Date	Act.	Action Type	ActR	Reason for action
02/28/2009	ZF	Hire	01	New Hire


Person already hired

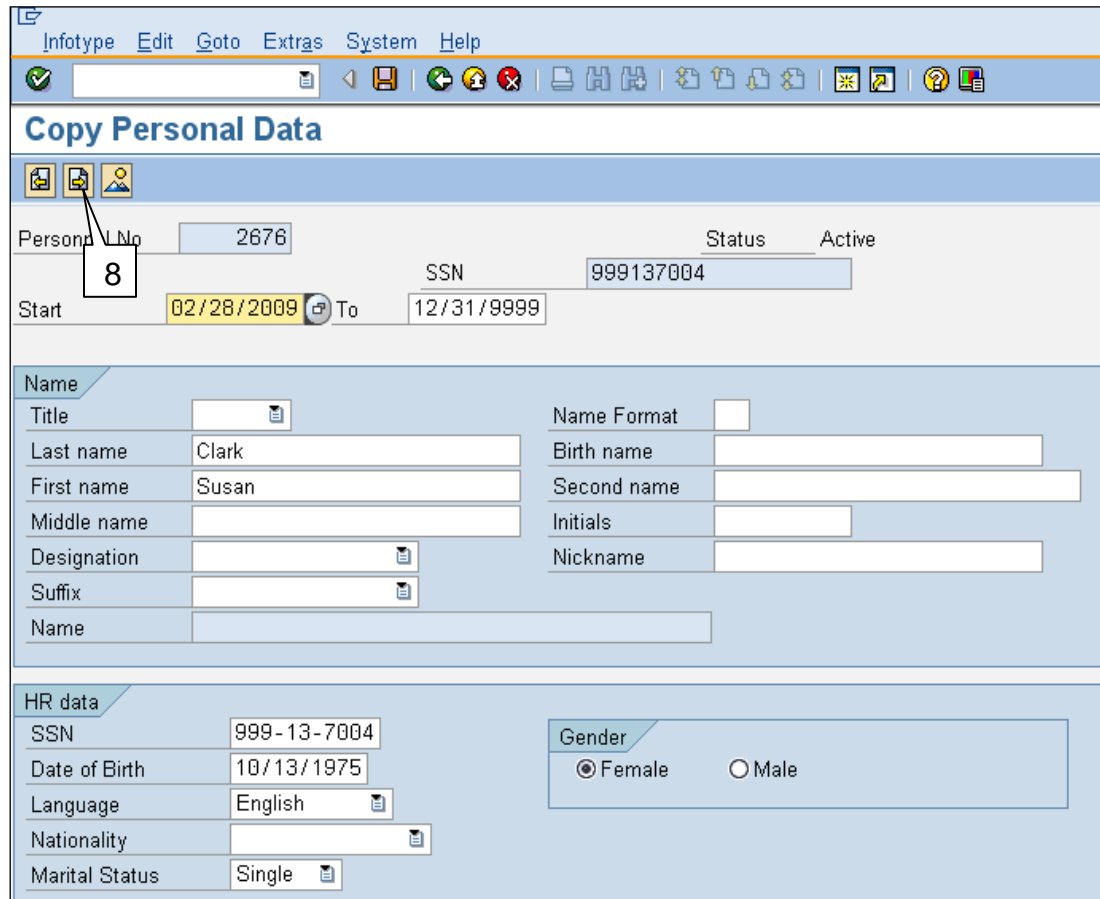
7. Validate the message. <Green check mark> .



8. An “Execute info group” message appears. <Continue>.




9. Select <Next record>  since this infotype title states “*Copy Personal Data.*” This record was created before the user left the action.




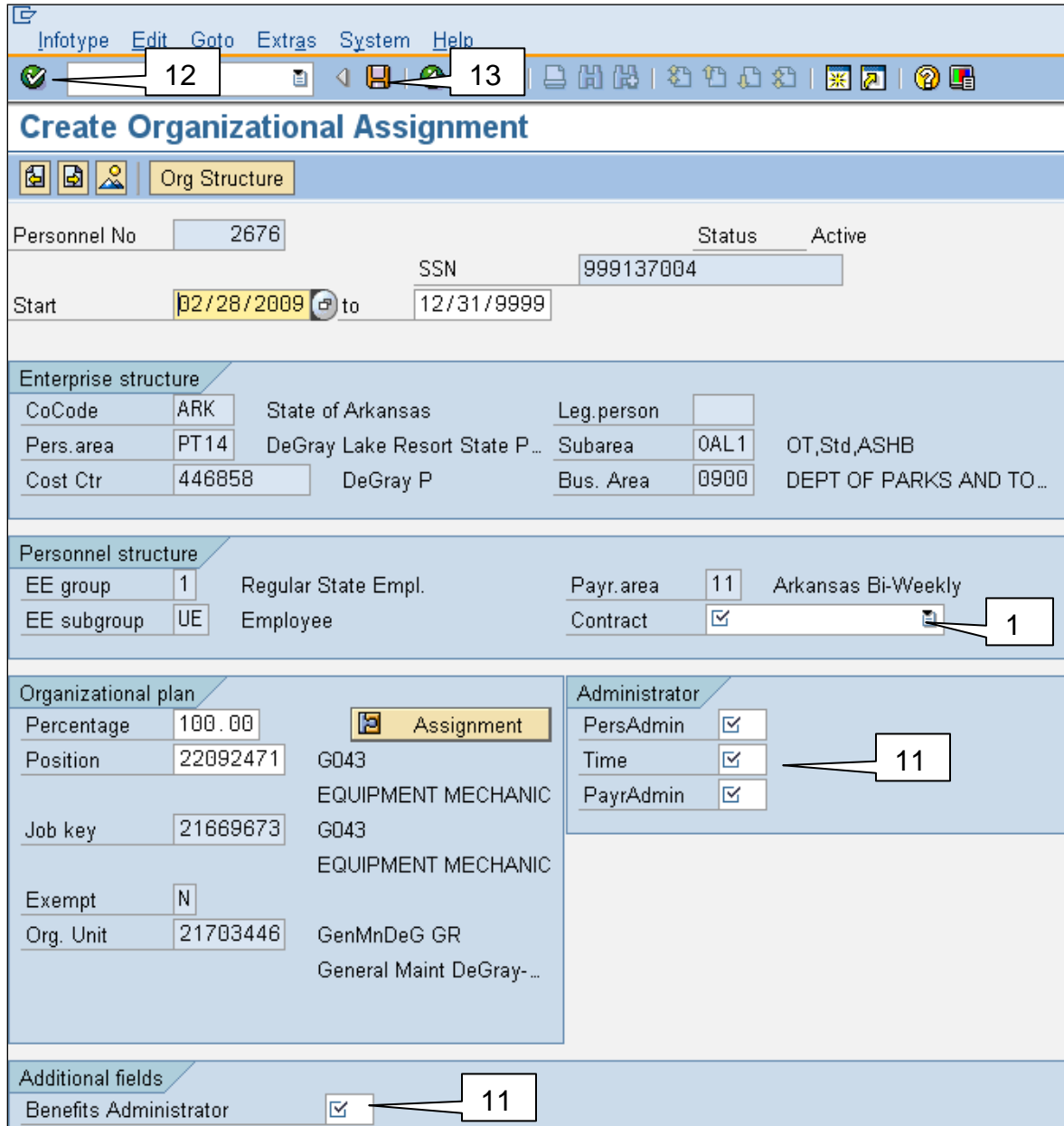
When “Create” appears in the title, this indicates the point where you exited the Action before information was entered in this infotype.

10. Select *Work Contract*.

11. Select administrators for *PersAdmin*, *Time*, *PayrAdmin*, and *Benefits*.

12. <Enter>  to validate the information.

13. <Save>  to save the information.



The screenshot displays the 'Create Organizational Assignment' infotype in SAP. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar with icons for validation (12) and saving (13). The main form is divided into several sections:

- Personnel data:** Personnel No (2676), Status (Active), SSN (999137004), Start (02/28/2009) to (12/31/9999).
- Enterprise structure:** CoCode (ARK), State of Arkansas, Leg. person, Pers. area (PT14), DeGray Lake Resort State P..., Subarea (0AL1), OT, Std, ASHB, Cost Ctr (446858), DeGray P, Bus. Area (0900), DEPT OF PARKS AND TO...
- Personnel structure:** EE group (1), Regular State Empl., Payr. area (11), Arkansas Bi-Weekly, EE subgroup (UE), Employee, Contract (checked).
- Organizational plan:** Percentage (100.00), Position (22092471), G043, EQUIPMENT MECHANIC, Job key (21669673), G043, EQUIPMENT MECHANIC, Exempt (N), Org. Unit (21703446), GenMnDeG GR, General Maint DeGray-...
- Administrator:** PersAdmin (checked), Time (checked), PayrAdmin (checked).
- Additional fields:** Benefits Administrator (checked).

Callouts indicate specific actions: 12 points to the 'Enter' key icon, 13 points to the 'Save' key icon, and 11 points to the 'Benefits Administrator' checkbox.


From this infotype forward, you must complete and save the remaining infotypes in the Action.

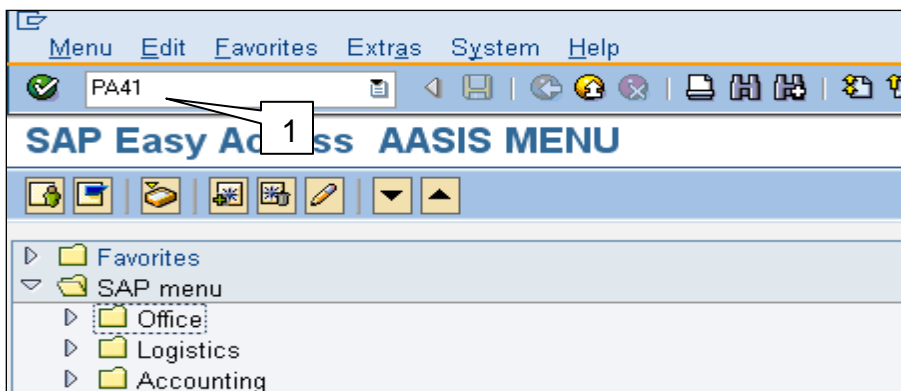
Correction of Hire Date (PA41)



Correction of a hire date using transaction code *PA41* may be performed by the agency only if the error is discovered on the same day the hire action is initiated and before the time evaluation process. If an incorrect hire date is found at any other time, contact OPM.

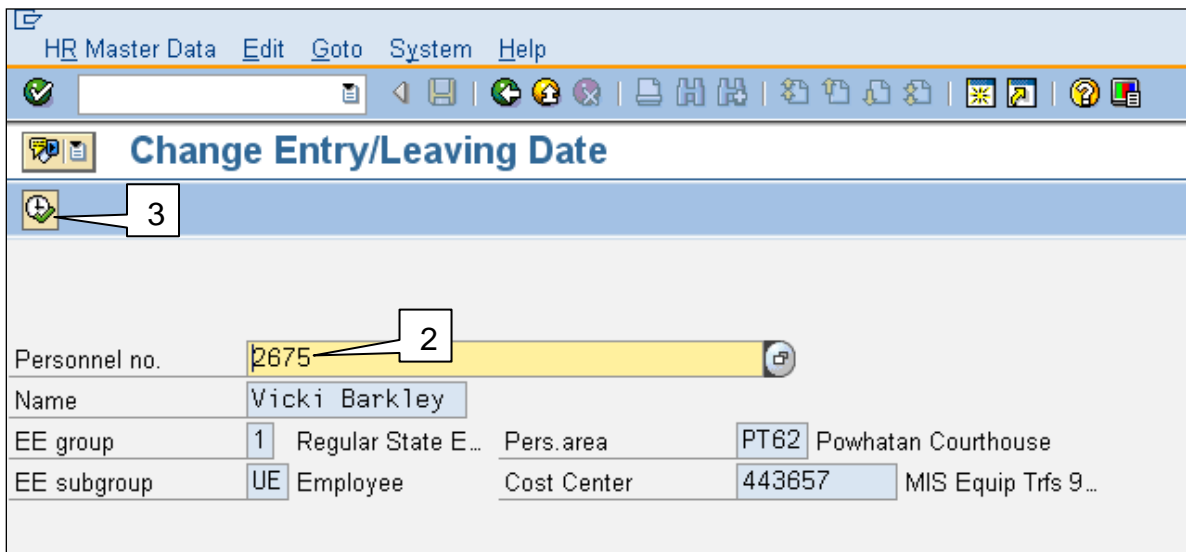
If the incorrect hire date is not corrected on the initial hire date, Agency Personnel Management staff must notify the Agency Benefits Specialist, Agency Time Specialist, and the Agency Payroll Systems Management staff in your agency.



Action Steps:

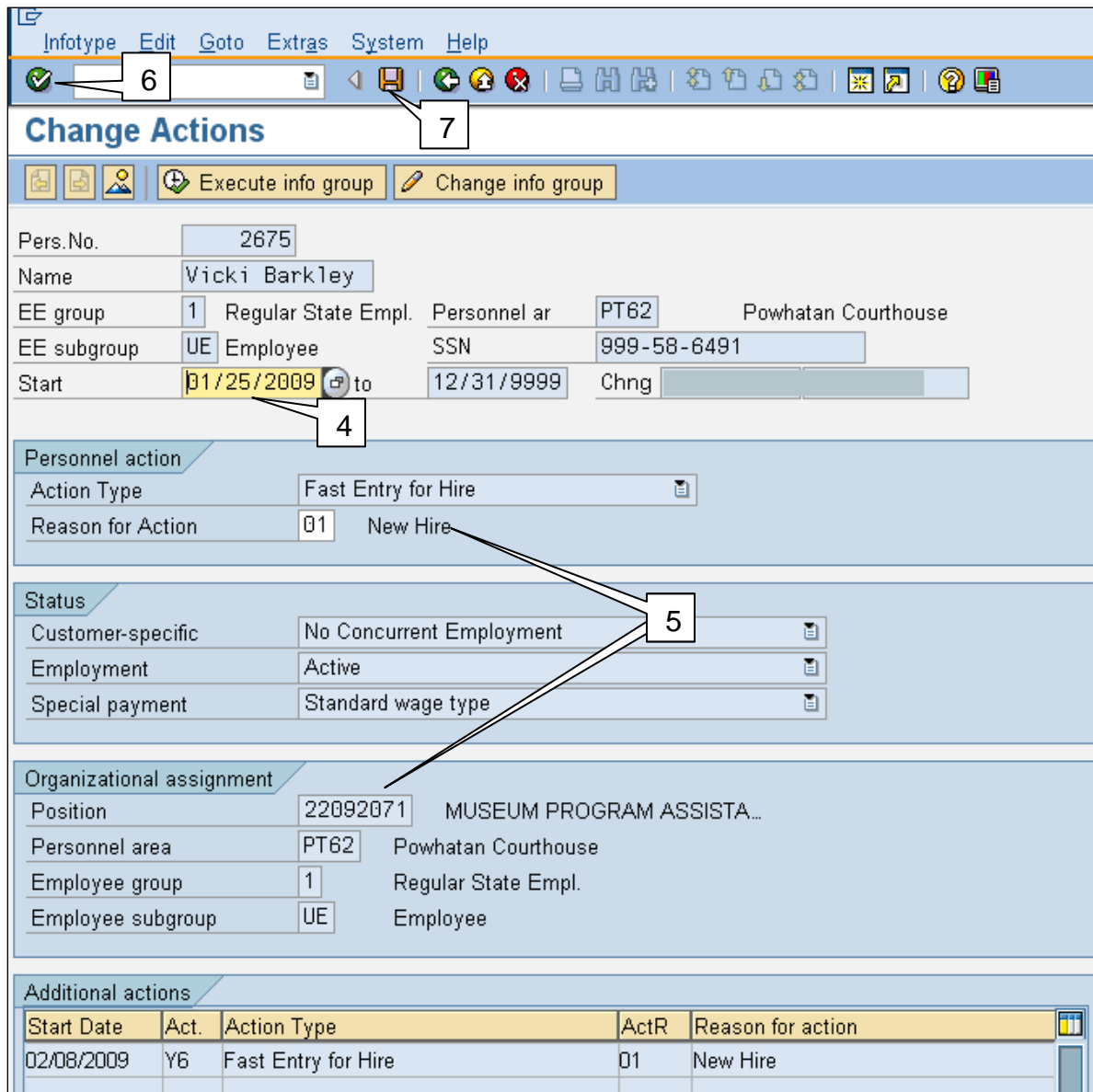
1. Enter *PA41*. <Enter> .



2. Enter the personnel number. <Enter> . This brings up the employee's name.
3. <Execute> .



4. Change the *Start* date to the correct hire date.
5. Verify the correct *Reason for Hire* and *Position Number* has defaulted into those fields.
6. <Enter>  to validate the information.
7. <Save>  to save the information.



Change Actions

Execute info group | Change info group

Pers.No. 2675
 Name Vicki Barkley
 EE group 1 Regular State Empl. Personnel ar PT62 Powhatan Courthouse
 EE subgroup UE Employee SSN 999-58-6491
 Start 01/25/2009 to 12/31/9999 Chng

Personnel action
 Action Type Fast Entry for Hire
 Reason for Action 01 New Hire

Status
 Customer-specific No Concurrent Employment
 Employment Active
 Special payment Standard wage type

Organizational assignment
 Position 22092071 MUSEUM PROGRAM ASSISTA...
 Personnel area PT62 Powhatan Courthouse
 Employee group 1 Regular State Empl.
 Employee subgroup UE Employee

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
02/08/2009	Y6	Fast Entry for Hire	01	New Hire

Many infotypes are affected by an incorrect hire date. Select all infotypes requiring a correction by clicking the box to the left of each field to highlight them.



WARNING:

- If **Infotype 2001 Absences** or **2002 Attendances** are present, do not highlight these infotypes. You must first contact the time-entry person in your business area for required corrections.
- Personal Data infotype reflects the Employee's Date of Birth as Start Date – DO NOT CHANGE.

8. Highlight only current visible infotypes.

9. <Green check mark>

Change Actions

Pers.No. 2675
 Name Vicki Barkley
 EE group 1 Regular State Empl. Personnel ar PT62 Powhatan Courthouse
 EE subgroup Postpone action

Start Action Y6 Fast Entry for Hire
 Original date 02/08/2009
 New date 01/25/2009

Infy	Text	Su...	Start	End	New start	New end
0006	Addresses	1	02/08/2009	12/31/9999	01/25/2009	12/31/9999
0006	Addresses	90	02/08/2009	12/31/9999	01/25/2009	12/31/9999
0007	Planned Working Time		02/08/2009	12/31/9999	01/25/2009	12/31/9999
0008	Basic Pay	0	02/08/2009	12/31/9999	01/25/2009	12/31/9999
0009	Bank Details	0	02/08/2009	12/31/9999	01/25/2009	12/31/9999
0017	Travel Privileges		02/08/2009	12/31/9999	01/25/2009	12/31/9999
0041	Date Specifications		02/08/2009	12/31/9999	01/25/2009	12/31/9999
0077	Additional Personal Data		02/08/2009	12/31/9999	01/25/2009	12/31/9999
0094	Residence Status		02/08/2009	12/31/9999	01/25/2009	12/31/9999
0171	General Benefits Information		02/08/2009	12/31/9999	01/25/2009	12/31/9999
0207	Residence Tax Area		02/08/2009	12/31/9999	01/25/2009	12/31/9999
0208	Work Tax Area	AR	02/08/2009	12/31/9999	01/25/2009	12/31/9999
0209	Unemployment State		02/08/2009	12/31/9999	01/25/2009	12/31/9999
0210	Withholding Info W4AUS AR		02/08/2009	12/31/9999	01/25/2009	12/31/9999

Start Date 02/08/2009

9

10. A Postpone action dialog box appears. <Continue>.

Change Actions

Execute info group | Change info group

Pers.No. 2675
 Name Vicki Barkley
 EE group 1 Regular State Empl. Personnel ar PT62 Powhatan Courthouse
 EE subgroup Postpone action

Start Action Y6 Fast Entry for Hire
 Original date 02/08/2009
 New date 01/25/2009

Personnel ar Postpone action

Action Type
 Reason for Infotype records

Infy	Text	?	Only the selected infotype records will be moved					
0006	Address							
0006	Address							
0007	Planned							
0008	Basic P							
0009	Bank Details	0	02/08/2009	12/31/9999	01/25/2009	12/31/9999		
0017	Travel Privileges		02/08/2009	12/31/9999	01/25/2009	12/31/9999		
0041	Date Specifications		02/08/2009	12/31/9999	01/25/2009	12/31/9999		
0077	Additional Personal Data		02/08/2009	12/31/9999	01/25/2009	12/31/9999		
0094	Residence Status		02/08/2009	12/31/9999	01/25/2009	12/31/9999		
0171	General Benefits Information		02/08/2009	12/31/9999	01/25/2009	12/31/9999		
0207	Residence Tax Area		02/08/2009	12/31/9999	01/25/2009	12/31/9999		
0208	Work Tax Area	AR	02/08/2009	12/31/9999	01/25/2009	12/31/9999		

Continue Back

11. An information box confirms the record is changed. <Green check mark>


Information

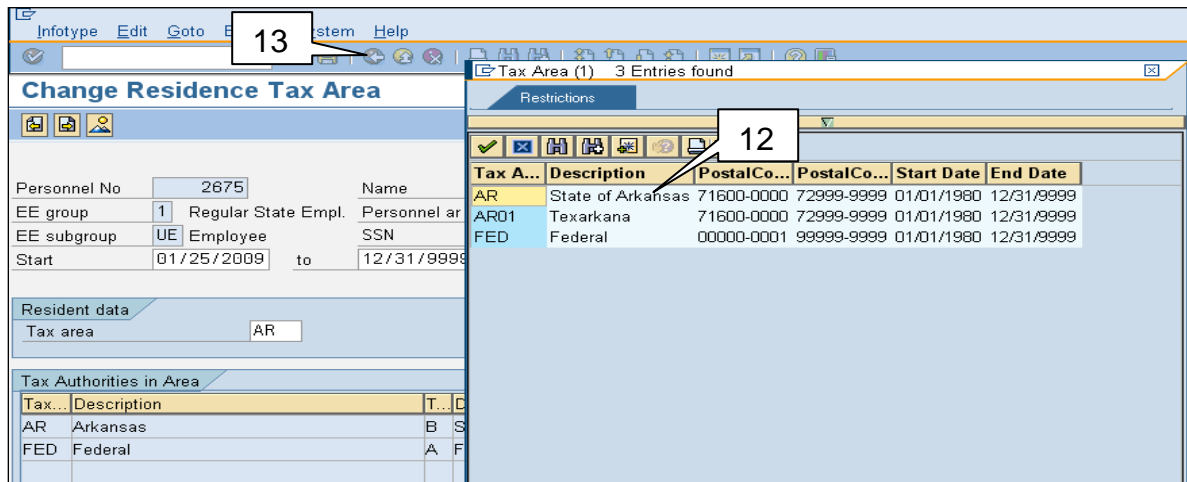
Validity start for existing records is changed:

11

Green check mark

12. Double click on the appropriate residence tax area.

13. Exit the transaction <Green arrow back> .



Change Residence Tax Area

Personnel No 2675 Name
 EE group 1 Regular State Empl. Personnel ar
 EE subgroup UE Employee SSN
 Start 01/25/2009 to 12/31/9999

Resident data
 Tax area AR

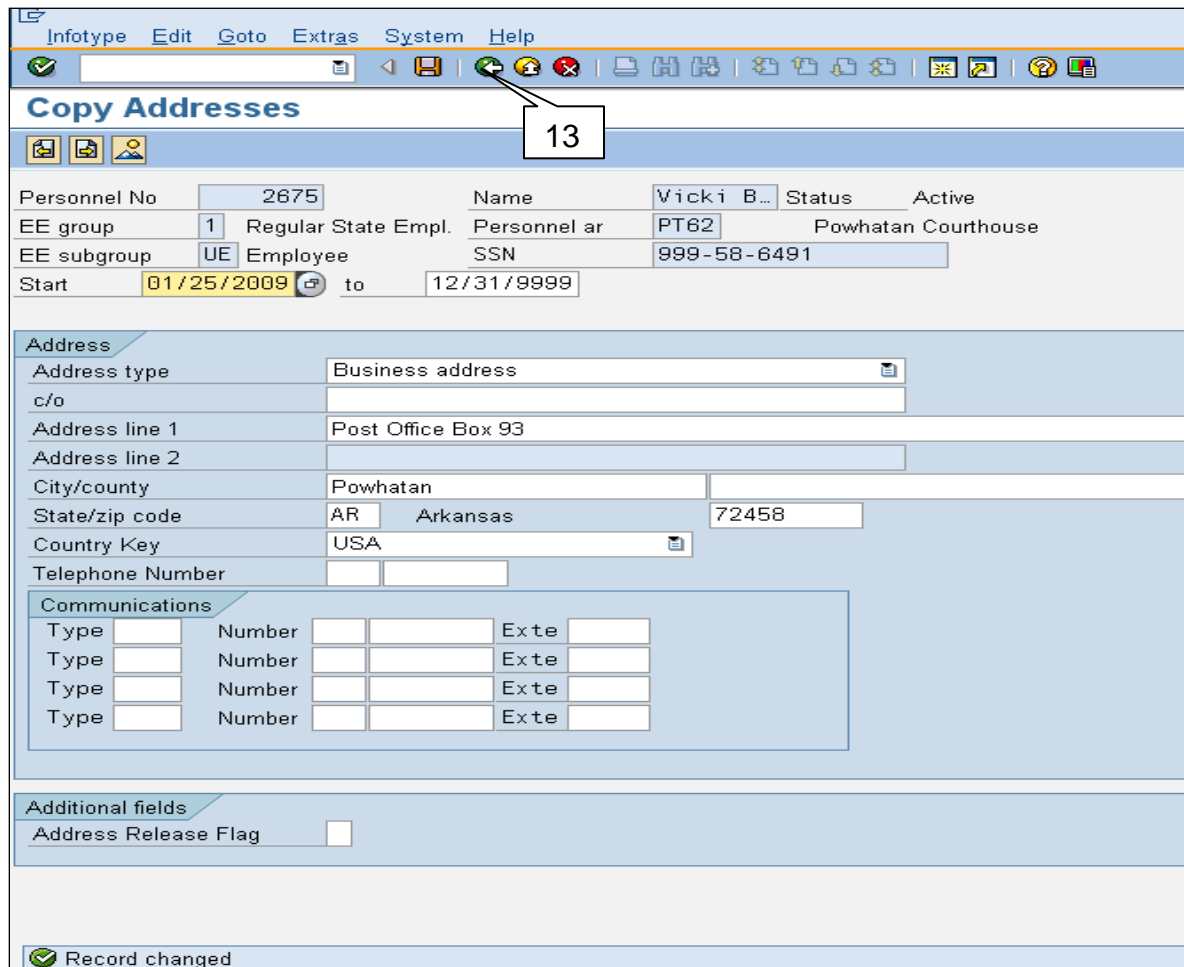
Tax Authorities in Area

Tax A...	Description	T...
AR	Arkansas	B S
FED	Federal	A F

Tax Area (1) 3 Entries found

Tax A...	Description	PostalCo...	PostalCo...	Start Date	End Date
AR	State of Arkansas	71600-0000	72999-9999	01/01/1980	12/31/9999
AR01	Texarkana	71600-0000	72999-9999	01/01/1980	12/31/9999
FED	Federal	00000-0001	99999-9999	01/01/1980	12/31/9999

If the Address infotype appears here, exit this screen and return to the main menu.



Copy Addresses

Personnel No 2675 Name Vicki B... Status Active
 EE group 1 Regular State Empl. Personnel ar PT62 Powhatan Courthouse
 EE subgroup UE Employee SSN 999-58-6491
 Start 01/25/2009 to 12/31/9999

Address

Address type Business address
 c/o
 Address line 1 Post Office Box 93
 Address line 2
 City/county Powhatan
 State/zip code AR Arkansas 72458
 Country Key USA
 Telephone Number

Communications

Type	Number	Exte

Additional fields

Address Release Flag

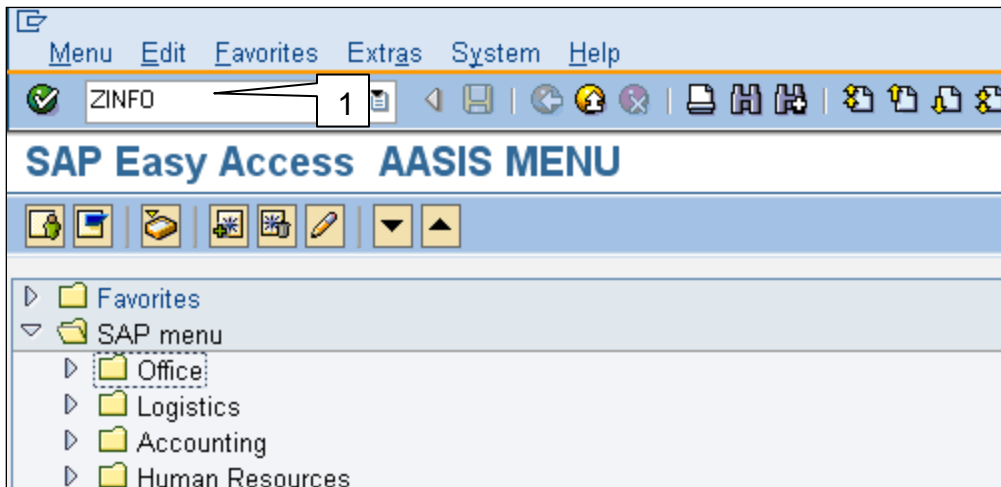
Record changed

Transaction ZINFO

Transaction *ZINFO* allows for verification that all infotypes reflect the correct start date.

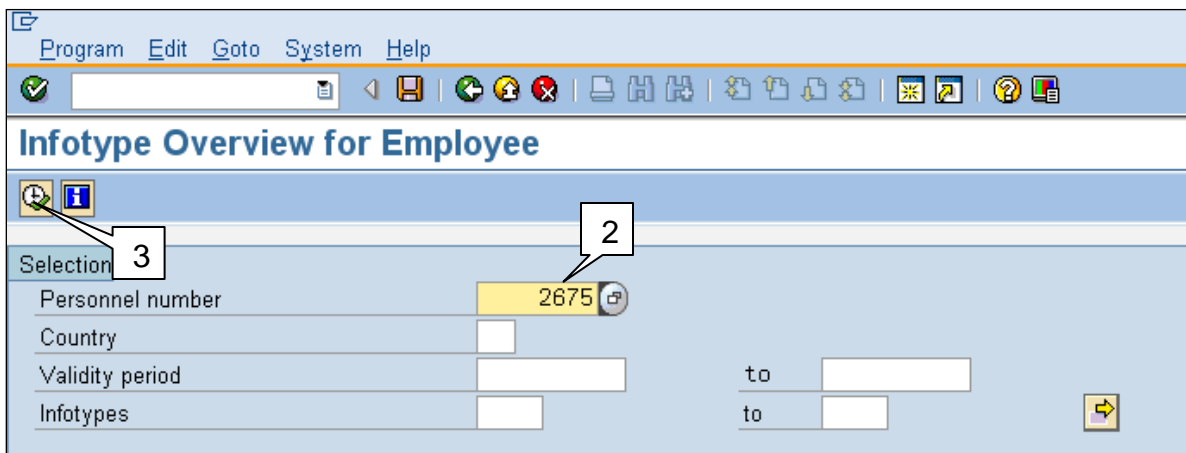
Action Steps:

1. Enter transaction code ZINFO. <Enter> .



2. Enter *Personnel Number*. Leave the validity period dates as they are to capture all possible entries.

3. <Execute> .



The begin date for *Personal Data* (IT0002) is the employee's date of birth. Contact OPM Payroll for any required correction of *Payroll Status* (IT0003). To create any missing infotypes, follow the procedures for "*Re-Execute an Action*."

4. Click on arrows to expand the folders. This allows for viewing all areas accessed in correcting the hire date.

